

Economic and Environmental Wellbeing Scrutiny and Policy Development Committee Special Meeting

Thursday 28 August 2014 at 11.00 am

**To be held at the Town Hall, Pinstone
Street, Sheffield, S1 2HH**

The Press and Public are Welcome to Attend

Membership

Councillors Cate McDonald (Chair), Ian Auckland (Deputy Chair), Neale Gibson, Ibrar Hussain, Steve Jones, Alf Meade, Helen Mirfin-Boukouris, Robert Murphy, Joe Otten, Ray Satur, Martin Smith, Steve Wilson and Paul Wood

Substitute Members

In accordance with the Constitution, Substitute Members may be provided for the above Committee Members as and when required.

PUBLIC ACCESS TO THE MEETING

The Economic and Environmental Wellbeing Committee exercises an overview and scrutiny function in respect of the planning, development and monitoring of service performance and other issues in respect of the area of Council activity relating to planning and economic development, wider environmental issues, culture, leisure, skills and training, and the quality of life in the City.

A copy of the agenda and reports is available on the Council's website at www.sheffield.gov.uk. You can also see the reports to be discussed at the meeting if you call at the First Point Reception, Town Hall, Pinstone Street entrance. The Reception is open between 9.00 am and 5.00 pm, Monday to Thursday and between 9.00 am and 4.45 pm. on Friday. You may not be allowed to see some reports because they contain confidential information. These items are usually marked * on the agenda.

Members of the public have the right to ask questions or submit petitions to Scrutiny Committee meetings and recording is allowed under the direction of the Chair. Please see the website or contact Democratic Services for further information regarding public questions and petitions and details of the Council's protocol on audio/visual recording and photography at council meetings.

Scrutiny Committee meetings are normally open to the public but sometimes the Committee may have to discuss an item in private. If this happens, you will be asked to leave. Any private items are normally left until last. If you would like to attend the meeting please report to the First Point Reception desk where you will be directed to the meeting room.

If you require any further information about this Scrutiny Committee, please contact Matthew Borland, Policy and Improvement Officer on 0114 27 35065 or email.matthew.borland@sheffield.gov.uk

FACILITIES

There are public toilets available, with wheelchair access, on the ground floor of the Town Hall. Induction loop facilities are available in meeting rooms.

Access for people with mobility difficulties can be obtained through the ramp on the side to the main Town Hall entrance.

**ECONOMIC AND ENVIRONMENTAL WELLBEING SCRUTINY AND POLICY
DEVELOPMENT COMMITTEE AGENDA
28 AUGUST 2014**

Order of Business

- 1. Welcome and Housekeeping Arrangements**
- 2. Apologies for Absence**
- 3. Exclusion of Public and Press**
To identify items where resolutions may be moved to exclude the press and public
- 4. Declarations of Interest** (Pages 1 - 4)
Members to declare any interests they have in the business to be considered at the meeting
- 5. Public Questions and Petitions**
To receive any questions or petitions from members of the public
- 6. Call-in of Highway Cabinet Member Decision Session on Parking Permit Prices** (Pages 5 - 18)
Report of the Policy and Improvement Officer
- 7. Call-in of Individual Cabinet Member Decision on the Statement of Community Involvement** (Pages 19 - 88)
Report of the Policy and Improvement Officer
- 8. Date of Next Meeting**
The next meeting of the Committee will be held on Wednesday, 10th September, 2014, at 4.30 pm, in the Town Hall

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ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

If you are present at a meeting of the Council, of its executive or any committee of the executive, or of any committee, sub-committee, joint committee, or joint sub-committee of the authority, and you have a **Disclosable Pecuniary Interest (DPI)** relating to any business that will be considered at the meeting, you must not:

- participate in any discussion of the business at the meeting, or if you become aware of your Disclosable Pecuniary Interest during the meeting, participate further in any discussion of the business, or
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

You **must**:

- leave the room (in accordance with the Members' Code of Conduct)
- make a verbal declaration of the existence and nature of any DPI at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.
- declare it to the meeting and notify the Council's Monitoring Officer within 28 days, if the DPI is not already registered.

If you have any of the following pecuniary interests, they are your **disclosable pecuniary interests** under the new national rules. You have a pecuniary interest if you, or your spouse or civil partner, have a pecuniary interest.

- Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner undertakes.
- Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period* in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

*The relevant period is the 12 months ending on the day when you tell the Monitoring Officer about your disclosable pecuniary interests.

- Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority –
 - under which goods or services are to be provided or works are to be executed; and
 - which has not been fully discharged.

- Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.
- Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.
- Any tenancy where (to your knowledge) –
 - the landlord is your council or authority; and
 - the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.
- Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -
 - (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
 - (b) either -
 - the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

If you attend a meeting at which any item of business is to be considered and you are aware that you have a **personal interest** in the matter which does not amount to a DPI, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent. You should leave the room if your continued presence is incompatible with the 7 Principles of Public Life (selflessness; integrity; objectivity; accountability; openness; honesty; and leadership).

You have a personal interest where –

- a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing (including interests in land and easements over land) of you or a member of your family or a person or an organisation with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Authority's administrative area, or
- it relates to or is likely to affect any of the interests that are defined as DPIs but are in respect of a member of your family (other than a partner) or a person with whom you have a close association.

Guidance on declarations of interest, incorporating regulations published by the Government in relation to Disclosable Pecuniary Interests, has been circulated to you previously.

You should identify any potential interest you may have relating to business to be considered at the meeting. This will help you and anyone that you ask for advice to fully consider all the circumstances before deciding what action you should take.

In certain circumstances the Council may grant a **dispensation** to permit a Member to take part in the business of the Authority even if the member has a Disclosable Pecuniary Interest relating to that business.

To obtain a dispensation, you must write to the Monitoring Officer at least 48 hours before the meeting in question, explaining why a dispensation is sought and desirable, and specifying the period of time for which it is sought. The Monitoring Officer may consult with the Independent Person or the Council's Standards Committee in relation to a request for dispensation.

Further advice can be obtained from Gillian Duckworth, Interim Director of Legal and Governance on 0114 2734018 or email gillian.duckworth@sheffield.gov.uk.

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Report to Economic and Environmental Wellbeing Scrutiny & Policy Development Committee Thursday 28th August 2014

Subject: Call-In of Individual Cabinet Member Decision on Parking Permit Prices Report

Author of Report: Matthew Borland, Policy & Improvement Officer
0114 27 35065

Type of item:

Reviewing of existing policy	
Informing the development of new policy	
Statutory consultation	
Performance / budget monitoring report	
Cabinet request for scrutiny	
Full Council request for scrutiny	
Community Assembly request for scrutiny	
Call-in of Cabinet decision	x
Briefing paper for the Scrutiny Committee	
Other	

1. Background

- 1.1 The Executive Director, Place submitted a report addressing two petitions which have been received requesting:
- 1) That parking permit prices be returned to pre-2011 levels, which were £10 for a first residents permit, compared to the current £36.
 - 2) That permit prices be reduced for people on low incomes.
- 1.2 The report is attached at appendix A.
- 1.3 The Cabinet Member for Business, Skills & Development agreed that:
- a) the requests contained in the two petitions be noted;
 - b) the permit prices already agreed for 2014/15 be endorsed without further charge; and
 - c) officers be instructed to advise the petitioners of the decision

- 1.4 As per Part 4, section 16 of Sheffield City Council's Constitution, this decision has been called in, preventing implementation of the decision until it has been considered by the relevant Scrutiny Committee.
 - 1.5 The Call-In notice is attached at appendix B, stating that the reason for the call-in is to further scrutinise the evidence base of the above decision.
-

2 The Scrutiny Committee is being asked to:

- 2.1 As per the Scrutiny Procedure Rules, scrutinise the decision made by the Cabinet Member for and take one of the following courses of action:
 - (a) refer the decision back to the decision making body or individual for reconsideration in the light of recommendations from the Committee;
 - (b) request that the decision be deferred until the Scrutiny Committee has considered relevant issues and made recommendations to the Executive;
 - (c) take no action in relation to the called-in decision but consider whether issues arising from the call-in need to be added to the work programme of an existing Scrutiny Committee;
 - (d) if, but only if (having taken the advice of the Monitoring Officer and/or the Chief Finance Officer), the Committee determines that the decision is wholly or partly outside the Budget and Policy Framework, refer the matter, with any recommendations, to the Council after following the procedures in the Budget and Policy Framework Procedure Rules
- 2.2 The decision was taken at the Highway Cabinet Member Decision Session which is technically an Individual Cabinet Member decision taken in public. The Scrutiny Procedure Rules state that if a decision is referred back it is referred back to the decision maker or body. In this instance that would be to the Cabinet Member for Business, Skills & Development at a Highway Cabinet Member Decision Session. This would also ensure any referral back of the decision would take place in a public meeting.

Background Papers:

Parking Permit Prices Report of Simon Green Executive Director, Place, to Highway Cabinet Member Decision Session on 12th June 2014 (attached)

Call-in Notice (attached)

Category of Report: OPEN



SHEFFIELD CITY COUNCIL

Individual Cabinet Member Report

Report of: Executive Director, Place

Date: 12th June 2014

Subject: Parking Permit Prices

Author of Report: Paul Fell Tel: 0114 205 7413

Summary:

The purpose of this report is to address two petitions which have been received requesting:

1. That parking permit prices be returned to pre-2011 levels, which were £10 for a first residents permit, compared to the current £36.
 2. That permit prices be reduced for people on low incomes.
-

Reasons for Recommendations:

Permit prices are now at the same level that they were in 2008. The drop in prices agreed in 2009 was only maintained for a short period and prices returned to their former levels in two stages by April 2013.

The main role of Parking Services is to ensure that parking policies are effectively implemented and enforced. The cost of permits contributes to the scheme's enforcement, maintenance and administration, but even at current levels, permit fees alone do not cover these costs fully.

A parking permit allows the holder a genuine advantage over other motorists and it has therefore been approved as reasonable that the motorist pays a contribution towards the overall costs of providing the administration and enforcement service.

Recommendations:

- Note the contents of the petitions and the requests to reduce permit prices to former levels and introduce lower prices for people on low incomes.
 - To endorse the permit prices already agreed for 2014/15 without further change. Instruct officers to advise the lead petitioners of the decisions.
-

Background Papers: Appendix A – re People on Low Incomes
Appendix B – re 2011 Charge Levels

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial Implications
Yes Cleared by Catherine Rodgers,
Legal Implications
Yes Cleared by Nadine Wynter,
Equality of Opportunity Implications
NO
Tackling Health Inequalities Implications
NO
Human rights Implications
NO
Environmental and Sustainability implications
NO
Economic impact
NO
Community safety implications
NO
Human resources implications
NO
Property implications
NO
Area(s) affected
All
Relevant Cabinet Portfolio Leader
Leigh Bramall
Relevant Scrutiny Committee if decision called in
Culture, Economy and Sustainability
Is the item a matter which is reserved for approval by the City Council?
NO
Press release
NO

Parking Permit Prices

1.0 SUMMARY

- 1.1 Parking permit schemes are a vital element of transport policy in Sheffield. They allow residents and businesses in the permit areas relief from the detrimental effects of all-day commuter parking, which did cause significant issues in those areas.
- 1.2 The Council have been progressively implementing a ring of permit parking zones around the City centre, forming the Peripheral Parking Zone.
- 1.3 The price of permits started out in 2004 at £35 for a first resident's permit and increased to £36 in 2008. The cost of a first residents permit is £36 for the current financial year.
- 1.4 Two petitions have been received requesting changes to parking permit prices.
- 1.5 The first, containing 290 signatures, states that current permit prices are unfair and excessive and requests that permit prices be put back to pre-2011 prices, i.e. £10 for a first resident permit.
- 1.6 The second requests that permit prices be lowered for people on lower incomes.

2.0 OUTCOME AND SUSTAINABILITY

- 2.1 The operation of on and off street parking spaces, the management of parking through the introduction of parking restrictions and use of parking permits contribute to the management of traffic in the city. Traffic management is a key part of the Local Transport Plan (LTP), a statutory document that sets out how transport will help support the development of the Sheffield City Region (SCR) over the next 15 years.
- 2.2 Traffic management through parking restrictions and their enforcement also enables the Council to help deliver its "Vision for Excellent Transport in Sheffield", by investing in facilities to enable people to make informed choices about the way they travel and helping transport contribute to the social, economic and environmental improvements we want to happen in the City.

3.0 WHAT DOES THIS MEAN FOR THE PEOPLE OF SHEFFIELD

- 3.1 In line with the Road Traffic Regulation Act 1984, the priority in spending any surplus parking income is the provision and maintenance of off street parking spaces. Income may also be used to fund public transport, highway and road improvement and maintenance, reducing environmental pollution, maintaining and improving public open spaces.

- 3.2 Income from parking permits alone does not cover the expenses incurred in operating permit parking schemes.
- 3.3 The combination of permit income, parking penalty income and pay and display income does produce an overall surplus within the 'parking account' into which, by law, all parking related income must come.
- 3.4 The surplus parking income from the Parking Account underpins the activities of the Transport Traffic and Parking Services Division and allows that Division to carry out work which may not otherwise be funded. Any substantial reduction in parking permit income would mean a reduction in the amount of work the Service could carry out.

4.0 BACKGROUND

- 4.1 The main role of Parking Services is to ensure that parking policies are effectively implemented and enforced. This results in improved traffic and public transport flow, road safety, use of parking spaces and environmental benefits.
- 4.2 Permit parking schemes are aimed at easing parking problems that had been experienced for many years. Measures include the introduction of permit parking, pay and display parking and waiting restrictions. The schemes are designed to improve residents' ability to park near their properties, create a turnover of parking spaces to benefit visitors to the area and help operation of local businesses.
- 4.3 Within permit parking schemes, income comes from a variety of sources including:
 - Resident permits
 - Business permits
 - Visitors permits
 - Trade permits
 - On and off street pay and display bays
 - Penalty Charge Notices
- 4.4 The cost of permits contributes to the scheme's enforcement, maintenance and administration. The initial cost of permits within the Peripheral Parking Zone (starting at £35 for the first residents permit) was determined in the planning of the Broomhall and The Groves scheme which was implemented in 2004. These initial costs were determined from the experience of other authorities around levels of take up of permits and associated Penalty Charge Notice income with the aim of covering the schemes cost.
- 4.5 Permit prices were lowered in 2009 to £10 for a first residents permit, £30 for a second and subsequent residents permits and made free for low emission vehicles. Business permits were £20 for the first permit and £60 for the second and subsequent permits.
- 4.6 Although these prices were held as long as possible, the pressure on budgets has led to the increasing need for Highways services to be self-financing wherever possible in order to allow the Council to allocate it's

reduced funding to areas of greater need. As a result of the year-on-year budget cuts, permit prices were increased in 2012. A similar decision had to be made in 2013, with prices now being as set out in 4.7.

- 4.7 Charged permit parking is in operation within Broomhall and The Groves, Broomhill, Crookesmoor, Highfield, Hillsborough, Upperthorpe and eight smaller zones that made up the former Sharrow Vale scheme. The current permit prices within the Peripheral Parking Zone are:
- Resident: first permit £36, second permit £72 (these prices are halved for low emissions vehicles)
 - Business: first permit £72, second permit £144 (these prices are halved for low emissions vehicles)
 - Visitors permits: £12.50 for a book of 25 permits
- 4.8 The higher cost of the second permit is intended to encourage people to consider whether additional permits are required. This can reduce the number of vehicles in an area, easing parking problems and freeing up parking spaces for shoppers and business customers.
- 4.9 Business permits are not intended to be used simply to allow members of staff to park all day in the zone. They are for a vehicle which is being used in connection with the running of a business, which may not have its own off street parking. The higher permit charges, in particular for the second permit, is also intended to encourage business users to consider operational methods which require fewer rather than more vehicles. This can also reduce the number of vehicles being brought into the area, particularly at peak times, reducing parking problems faced by local residents and making more parking spaces available for shoppers and business customers.

Current income from permit schemes

- 4.10 As highlighted previously, there are different income streams within permit parking schemes including pay and display income (which is obtained from pay and display machines used by shoppers and other visitors to the area), fines issued and permit income.
- 4.11 Even at current levels, permit fees alone do not cover the cost of administering and enforcing PPZs, as the following information relating to permit parking zones from 2012/13 shows.

Income

- Pay and display income – In 2012-13 coin income within our permit parking zones was £1,129,565
- Parking Permits - In 2012-13 residents permit income within our permit parking zones was £315,189
- Recharges - In 2012-13 income within our permit parking zones was £5,085
- Penalty Charge Notices (PCNs) Penalties – The Council's Civil Enforcement Officers enforce parking restrictions across the city. In 2012-13 income from PCNs was £1,834,173. We do not keep specific records of income received from PCNs within each individual permit parking zones, but records show that around 82,300 PCNs were issued across the City between Feb 2012 and

January 2013. Around 22,200 (or 27% - were issued for bus lane and bus gate offences which are enforced using Cameras rather than Civil Enforcement Officers) with around 25,500 (31%) in the Peripheral Parking Zone. 31% of the income from PCNs is £568,570

- Using the above figures, total income within the peripheral parking zones would be around £2,018,409

Expenditure

- The total direct cost of operating Parking Services was £4,257,018. Using 31% to give an indicative cost of operating the peripheral parking zone, equates to a cost of £1,319,675 – far more than the cost of the permits themselves.

4.12 Income and expenditure within the peripheral parking zone forms part of the 'parking account' which is regulated by Section 55 of the Road Traffic Regulation Act 1984. This Act sets out the purposes for which surplus income from parking can be used. These include:

- Provision and maintenance of off street parking
- Funding public transport
- Highway and road improvements and maintenance
- Reducing environmental pollution
- Improvement and maintenance of public open space
- Provision of outdoor recreational facilities open to the public without charge

4.13 All of these functions are carried out by the Council's Regeneration and Development service department, including Transport Traffic and Parking Services and Highways Maintenance Division.

4.14 Although permit parking schemes do provide a surplus, the income has already been factored into the budget calculations for the Regeneration and Development Services Division within the Place Portfolio as part of the annual budget planning. Any reductions in income expectation arising from a reduction in permit prices would need to be factored into the budget process as a pressure either on the TTaPS Division or Place Portfolio. The 2010-11 financial year (when a first residents permit was £10), income from permits was £139,000. The income from permits in the 2013-14 financial year was £424,000. Therefore the drop in income if, as suggested in the first petition, prices returned to the pre-2011 levels could potentially be £285,000.

Some examples of the potential impacts of such a reduction in income are:

- Withdrawal of Schools Crossing Patrol service, cost £197,000
- Ceasing maintenance and repairs of off street car parks, cost £60,000
- Car parking – rates, rents and hire of premises a proportion of the £824,000 cost could be saved by closing some off street community car parks

- Public Rights of Way - withdrawal of revenue budget for maintenance, equipment and supplies, cost £65,000

These examples give a flavour of the potential impacts of a funding reduction. There are many other items of expenditure which are currently funded by surplus income from the Parking Account.

Cost of running a vehicle

- 4.15 Recent studies concluded that the average cost of running a car in the UK is £3,500 per annum, equating to 27p per mile travelled. Therefore the price of a first residents permit (£36 per annum (or £18 per annum for emissions category A&B vehicles)) represents around 1% of the overall average cost of running a car, the daily cost being less than 10p.
- 4.16 Permit schemes were designed through public consultation in order to offer local residents and businesses relief from the issues caused by all day commuter parking. The advantages offered by a parking permit, which gives permit holders priority over any other motorists coming into the area during the scheme operating hours are very significant and represent extremely good value for the comparatively modest fee charged, compared to the other costs of running a vehicle.
- 4.17 Although the income from parking permits is more than the cost of processing requests, producing the actual permits and administering the scheme, a successful permit parking scheme needs to be well enforced - and it is in enforcement where the majority of Parking Services costs arise. The combined income from enforcement (through PCNs) and permits still do not cover the overall cost of running the service. It is only when cash income from pay and display parking is factored into the equation that the service produces a surplus.
- 4.18 As can be seen from the information provided above, the cost of parking permits in Sheffield is relatively modest and local residents and businesses gain a genuine advantage from having a permit. Many other Local Authorities charge for parking permits and a number of these charge more than Sheffield. Sample prices for an annual first Resident Permit:
- Bristol - £30 (second permits are £80, third permits £200)
 - Trafford - £32.50
 - Howden - £35
 - Sheffield - £36
 - York - £46.50 to £130 (depending on vehicle type and emissions)
 - Colchester - £60
 - Harrow - £64.90
 - Brighton & Hove - £90 or £120 (depending on zone)
 - Hackney - £10 to £265 (depending on engine size and emissions)
 - Manchester City Centre - £250-£750 (depending on zone)
- 4.19 It is therefore recommended that no changes be made to current permit prices as a result of this request.

- 4.20 The request in the second petition is for those on a low income to receive a reduction in permit prices.
- 4.21 As has already been demonstrated, compared to the average costs of running a vehicle, the cost of a parking permit is modest and it does offer a significant benefit to permit holders.
- 4.22 The financial impact of lowering permit prices for those on low incomes is very difficult to quantify as it is not known how many current or potential permit holders are on lower incomes, so the number eligible for any discount is currently very difficult to estimate.
- 4.23 Having a further differentiation in permit price would also add to the complexity and cost of permit administration as some proof of the persons income would need to be provided by the applicant or obtained by the Service in order to establish eligibility for any reduced price. Previous experience has shown that it is very difficult to share this type of information (for example, through housing or council tax records) between Council departments due to confidential nature of the information held.
- 4.24 It is therefore recommended that no changes be made to current permit prices as a result of this request.

Relevant Implications

Equalities Implications

- 4.25 A full Equality Impact Assessment has previously been undertaken for the wider transport Capital Programme in December 2012. The overall transport programme makes a clear commitment to the development of an inclusive transport system which provides an alternative for those who choose not to use a car and takes into account the needs of everybody. Of particular importance is making public transport easier to access and use and the promotion of more sustainable and cheaper modes of travel. The Programme aims to provide real travel choices and alternatives, in particularly for the more disadvantaged groups in society. Everyone is affected by transport issues.

Legal Implications

- 4.26 Section 45 of the Road Traffic Regulation Act 1984 gives the Council a power (a discretion) to designate parking places on a highway; to charge for the use of them and to issue parking permits for a charge. Income and expenditure within the peripheral parking zone forms part of the 'parking account' which is regulated by Section 55 of the Road Traffic Regulation Act 1984. As long as the Council continues to apply any surplus generated for the purposes prescribed within the legislation then it is acting lawfully and within its powers.

Financial Implications

- 4.27 If the recommendations are agreed there would be no financial implications. However, if permit prices were returned to 2010/11 rates as requested by the petition, this would create a budget pressure of around £300k which would require alternative savings to close this gap.

Any reduction in permit prices for people on low incomes would also create additional budget pressure both in terms of reduced income and increased administration costs of running such a scheme. Without further work it is difficult to quantify what the extent of this pressure might be but alternative savings would need to be found to mitigate any additional budget pressures.

5.0 ALTERNATIVE OPTIONS CONSIDERED

- 5.1 The costs and impacts of reducing permit prices have been considered.

6.0 REASONS FOR RECOMMENDATIONS

- 6.1 The parking permit prices to be used in the 2014/15 financial year have already been set and endorsed by the Cabinet Member in April 2014.
- 6.2 Service budgets for the 2014/15 financial year have already been set in anticipation of Parking Services achieving income targets, which include around £423,000 from income from parking permits in parking zones. Any reductions in the permit prices would be a pressure on the Parking Services Budget.
- 6.3 The cost of a permit is demonstrably modest and confers a significant degree of benefit to the permit holder. Therefore no justification is found for the contention that fees are unfair or excessive.
- 6.4 Offering a further discount to people on low wages would add complexity and cost to the permits administration process and would provide limited relief when compared with the cost of running a car.

7.0 RECOMMENDATIONS

- 7.1 Note the requests contained in the two petitions.
- 7.2 Endorse the permit prices already agreed for 2014/15 without further change.
- 7.3 Instruct officers to advise the petitioners of the decision.

Simon Green
Executive Director, Place

12 June 2014

SHEFFIELD CITY COUNCIL

CALL-IN PROCESS FOR EXECUTIVE DECISIONS

1. ROBERT MURPHY..... (Name of Member in Block Capitals)
under the provision of Standing Order A35, wish to call-in Item No. 5
relating to ... PARKING PERMIT PRICES
of the meeting of HIGHWAY CABINET MEMBERS DECISION.. (meeting title) SESSION
on ... THURSDAY 12TH JUNE 2014.. (date) for consideration by the
... ECONOMIC AND ENVIRONMENTAL ULC-BANK Scrutiny Committee.



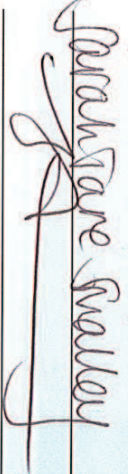
The relevant Scrutiny Committee will be indicated on the Checklist within the report relating to this matter.

Reason for Call-In

To further scrutinise the evidence base
of the above decision.

Signed ... Robert Murphy Date ... 17th June 2014

I have obtained the following signatures of the other Members who wish to call-in this item:-

- | Name (in Block Capitals) | Signature |
|------------------------------|--|
| 1. <u>ALEX GARDNER</u> |  |
| 2. <u>BRIAN WEBSTER</u> |  |
| 3. <u>SARAH JANE SMALLEY</u> |  |
| 4. <u>JOE OTTAV</u> |  |

(NOTE: Standing Order A35(1) requires five Members, including two from the appropriate Scrutiny Committee to 'call-in' an Executive decision for scrutiny. This can be done up to 4 working days after the decision publication.

The five signatures required for the call-in process must be submitted by the deadline date, but need not all be on one form.

COMPLETED FORMS TO BE RETURNED TO
THE HEAD OF DEMOCRATIC SERVICES (ROOM G12, TOWN HALL),
BY THE DEADLINE REFERRED TO ABOVE.
THE REQUEST WILL BE LOGGED AND FORWARDED TO THE HEAD OF
SCRUTINY FOR ACTION.
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Report to Economic and Environmental Wellbeing Scrutiny & Policy Development Committee Thursday 28th August 2014

Subject: Call-In of decision by the Leader of the Council on Statement of Community Involvement

Author of Report: Matthew Borland, Policy & Improvement Officer
0114 27 35065

Type of item:

Reviewing of existing policy	
Informing the development of new policy	
Statutory consultation	
Performance / budget monitoring report	
Cabinet request for scrutiny	
Full Council request for scrutiny	
Community Assembly request for scrutiny	
Call-in of Cabinet decision	x
Briefing paper for the Scrutiny Committee	
Other	

1. Background

- 1.1 The Executive Director, Place submitted a report Approval for the Statement of Community Involvement (SCI). The SCI outlines how we consult on planning applications and planning policy. The report is attached at appendix A.
- 1.2 The Leader of the Council adopted the new Statement of Community Involvement
- 1.3 As per Part 4, section 16 of Sheffield City Council's Constitution, this decision has been called in, preventing implementation of the decision until it has been considered by the relevant Scrutiny Committee.
- 1.4 The Call-In notice is attached at appendix B, stating that the reason for the call-in is to ask Cabinet to reconsider the decision.

2 The Scrutiny Committee is being asked to:

- 2.1 As per the Scrutiny Procedure Rules, scrutinise the decision made by the Leader of the Council and take one of the following courses of action:
- (a) refer the decision back to the decision making body or individual for reconsideration in the light of recommendations from the Committee;
 - (b) request that the decision be deferred until the Scrutiny Committee has considered relevant issues and made recommendations to the Executive;
 - (c) take no action in relation to the called-in decision but consider whether issues arising from the call-in need to be added to the work programme of an existing Scrutiny Committee;
 - (d) if, but only if (having taken the advice of the Monitoring Officer and/or the Chief Finance Officer), the Committee determines that the decision is wholly or partly outside the Budget and Policy Framework, refer the matter, with any recommendations, to the Council after following the procedures in the Budget and Policy Framework Procedure Rules
- 2.2 The Statement of Community Involvement report was on the Cabinet Forward Plan for August and it was intended that the report would have gone to Cabinet if Cabinet had met in August. However, in order to process the decision the Leader signed off the decision.
- 2.3 On the basis that the report was going to go to Cabinet and was on the Cabinet Forward Plan if the Committee opts to refer the decision back to the decision maker the decision would be referred back to Cabinet, rather than the Leader of the Council. This would also ensure any referral back of the decision would take place in a public meeting.

Background Papers:

Statement of Community Involvement Report of Simon Green Executive Director, Place, to the Leader of the Council on 28th July 2014 (attached)

Call-in Notice (attached)

Category of Report: OPEN



Cabinet Report

Report of: Simon Green, Executive Director, Place

Report to: Cabinet

Date: 20th August 2014

Subject: Statement of Community Involvement

Author of Report: Laurie Platt (20 53075)

Key Decision: YES

Reason Key Decision: Affects 2 or more wards

Summary: Approval for the Statement of Community Involvement (SCI). The SCI outlines how we consult on planning applications and planning policy.

Reasons for Recommendation:

The SCI is updated to reflect changes in legislation, budgets, best practice and new technology.

Respondents to the SCI consultation expressed a preference for more consultation but did not reflect the level of resource or the standard provided in comparison with other authorities.

Recommendation:

Adopt the new Statement of Community Involvement.

Background Papers: SCI 2014 Consultation Report
SCI 2014
Code of Practice
Equality Impact Assessment SCI 2014

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial Implications
YES Cleared by: Catherine Rodgers
Legal Implications
YES Cleared by: Paul Bellingham
Equality of Opportunity Implications
YES Cleared by: Ian Oldershaw
Tackling Health Inequalities Implications
YES
Human Rights Implications
NO
Environmental and Sustainability Implications
YES
Economic Impact
YES
Community Safety Implications
YES
Human Resources Implications
YES
Property Implications
YES
Area(s) Affected
Whole city excluding area within Peak District National Park
Relevant Cabinet Portfolio Lead
Leigh Bramall
Relevant Scrutiny Committee
Economic and Environmental Wellbeing
Is the item a matter which is reserved for approval by the City Council?
NO
Press Release
NO

REPORT TO THE CABINET

STATEMENT OF COMMUNITY INVOLVEMENT

1.0 SUMMARY

- 1.1 Approval for the Statement of Community Involvement (SCI). The SCI outlines how we consult on planning applications and planning policy.

2.0 WHAT DOES THIS MEAN FOR SHEFFIELD PEOPLE

- 2.1 Sheffield has a long standing commitment to effective community involvement in new planning policies and planning application decisions. The proposed changes will take account of how people communicate in a digital age.

3.0 OUTCOME AND SUSTAINABILITY

- 3.1 The Statement of Community Involvement (SCI) is about the planning process rather than policy or outcomes. The documents do not directly impact on the sustainability of new development but they affect the way planning decisions are taken and the timescales for taking those decisions. The decisions taken on the type and location of new development do, of course, play a crucial role in determining whether the city operates in a sustainable way. The SCI plays a key role in ensuring that local people have a say in planning decisions taken in Sheffield.

4.0 STATEMENT OF COMMUNITY INVOLVEMENT

- 4.1 A local planning authority has to have a Statement of Community Involvement (SCI). The SCI says how we will involve communities, businesses and organisations in the preparation of local planning policies and on planning application decisions.
- 4.2 The previous SCI was adopted in 2006 and we need to update it to:
- Adhere to the latest legislation and national planning policy;
 - Review our practices due to increasing budget pressures and continue to consult in the most efficient way;
 - Promote the use of electronic communication and social media;
 - Account for the change from Community Assemblies (and previously Area Panels) to Local Area Partnerships.
- 4.3 The key changes to how we consult on planning applications (outlined in background documents SCI 2014 and Code of Practice) are:
- No longer issuing voluntary site notices;
 - Site notices redesigned to make the key content more eye-catching, laminated to improve legibility, prominence and durability, and with 'Quick Response' (QR) codes added to improve effectiveness for mobile phone users with internet access;
 - Wider notification by letter limited to residential properties and reduced from 6 either side of an application site to 4 and those directly opposite.

Notification practice will be restricted to SCI and Code of Practice commitments, which has often not been the case in recent years.

- 4.4 The key changes to how we consult on local planning policies are:
- Fewer public consultation stages (in particular, no informal draft plan);
 - Greater flexibility on how we consult, depending on the purpose of the consultation. A plan for each consultation will be agreed by the Head of Planning who will liaise with the Cabinet Member for Business, Skills and Development;
 - Less reliance on libraries and schools but greater reliance on electronic communication e.g. our website, emails and Twitter.
- 4.5 We consulted on the SCI between 17th March and 17th April. Details on how we consulted and the comments received are included in the SCI 2014 Consultation Report which accompanies this Cabinet Report.
- 4.6 Thirty four formal comments were received, many supporting some of the proposed improvements. Just over half of the comments were objections, two of which were against the proposed reduction in neighbour notification letters.
- 4.7 The SCI 2014 and Code of Practice which accompany this Cabinet Report have been amended in response to some of the consultation comments.

5.0 ALTERNATIVE OPTIONS CONSIDERED

- 5.1 Options for how we consult on planning applications and new planning policies have been considered in terms of how effective they are in comparison with how much they cost.

5.2 Figure 1: Local Plan Review – Public Engagement Stages

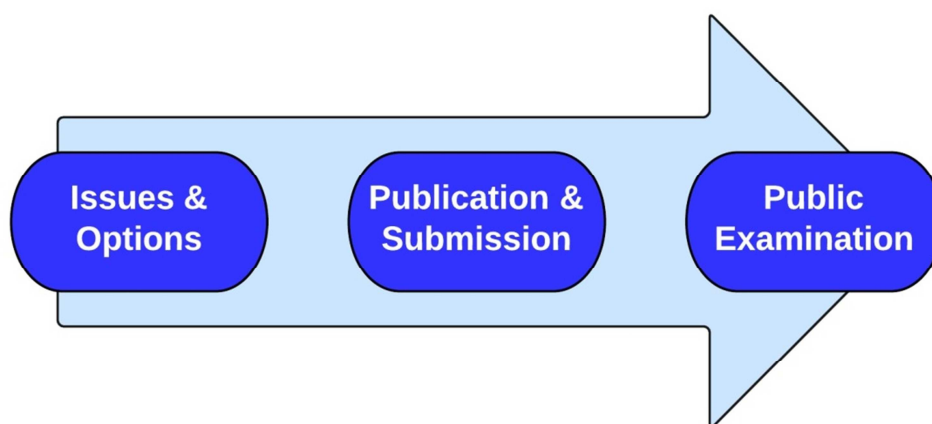


Figure 1 illustrates the public engagement stages of the Local Plan Review. An alternative is an additional consultation on a draft document in between Issues & Options and Publication & Submission. However, this would extend the process by around 6-9 months. The recommended process is supported by recent national Planning Practice Guidance. The SCI 2014 has been changed from the consultation draft to reflect this.

6.0 LEGAL IMPLICATIONS

6.1 There are no legal implications arising from the proposed changes to application consultation processes or from the changes to consultation on new local planning policies. All the changes relate to discretionary, additional areas of service.

7.0 FINANCIAL IMPLICATIONS

7.1 The reductions in neighbour notification and stopping of voluntary site notices for planning applications will enable £39,525 savings identified as part of the Planning Service budget savings plan for 2014/15 to be delivered.

7.2 The Head of Planning will liaise with the Cabinet Member for Business, Skills and Development and will agree a consultation plan for each consultation on new planning policies. This will be done within existing budgets and will require judgement on the effectiveness and costs of different options. The increased flexibility in how we consult on new planning policies will make it easier to adapt to future budget changes. However, the scale of the changes we need to plan for will increase the need and demand for more consultation.

7.3 An additional Local Plan consultation stage would cost an estimated £15,000 plus officer time during 2015/16, with other costs deferred to subsequent years. A multi-year Local Plan budget is currently being assessed.

8.0 EQUALITY OF OPPORTUNITY IMPLICATIONS

8.1 An Equality Impact Assessment for the SCI was completed and consulted

upon. The engagement outlined in the SCI will have a positive impact on equality of opportunity.

- 8.2 Since the consultation on the SCI we have made changes in the Ensuring Equality section to better reflect our Public Sector Equality Duty under the Equality Act 2010 and the Council's proposed Equality Hub Network.

9.0 TACKLING HEALTH INEQUALITIES IMPLICATIONS

- 9.1 Effective engagement will have a positive impact on planning application decisions and new planning policies that have implications for tackling health inequalities.

10.0 HUMAN RIGHTS IMPLICATIONS

- 10.1 The planning application and plan making processes conform to national law that takes due account of human rights.

11.0 ENVIRONMENTAL AND SUSTAINABILITY IMPLICATIONS

- 11.1 Effective engagement will have a positive impact on planning application decisions and new planning policies that have environmental and sustainability implications.

- 11.2 All options, policies and site allocations in the new Local Plan will be appraised for sustainability so that the economic, social and environmental impacts are clearly set out. Wherever possible, the aim will be to find outcomes which are mutually supportive but this will not be possible in all instances. The appraisal will therefore set out how impacts should be mitigated or where compensatory measures will be needed. The Local Plan, when adopted, will make a very significant contribution to sustainable development in the city.

12.0 ECONOMIC IMPACT

- 12.1 Effective and efficient engagement will have a positive impact on planning application decisions and new planning policies that have an economic impact.

13.0 COMMUNITY SAFETY IMPLICATIONS

- 13.1 Effective engagement will have a positive impact on planning application decisions and new planning policies that have community safety implications.

14.0 HUMAN RESOURCE IMPLICATIONS

- 14.1 The reductions in neighbour notification and stopping of voluntary site notices for planning applications will enable savings to be made that might otherwise have to be achieved through additional staff redundancies.

15.0 PROPERTY IMPLICATIONS

- 15.2 The SCI promotes transparency by outlining effective engagement that will be applied consistently across planning applications and policies that relate to private or Council owned land.

16.0 REASONS FOR RECOMMENDATIONS

- 16.1 The SCI is updated to reflect changes in legislation, budgets, best practice and new technology.
- 16.2 Respondents to the SCI consultation expressed a preference for more consultation but did not reflect the level of resource or the standard provided in comparison with other authorities.

17.0 RECOMMENDATION

- 17.1 Adopt the new Statement of Community Involvement.

Simon Green
Executive Director, Place

20 August 2014

Statement of Community Involvement

August 2014

Development and Regeneration Services



This document can be supplied in alternative formats,
please contact:

Sheffield City Council
Sheffield Local Plan Team
Tel: 0114 205 3075 Email: local.plan@sheffield.gov.uk
www.sheffield.gov.uk/sci

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1. Introduction

What is the Statement of Community Involvement?

- 1.1 We place great importance on effective community involvement. We are committed to public engagement in the preparation of planning policy and we have long established procedures to give people a chance to express their views on planning applications.
- 1.2 This Statement of Community Involvement (SCI) reviews how we will involve communities, businesses and organisations in the preparation of local planning policies (Chapter 2) and on planning application decisions (Chapter 3).

Why do we need a new SCI?

- 1.3 The previous version was adopted in 2006 and this review is necessary for the following reasons:
 - a) We have to adhere to and reflect the latest planning legislation and national policy¹. The National Planning Policy Framework (NPPF) encourages consultation before a planning application is submitted and at key stages as we prepare our Local Plan and other policy documents. Significantly, the Localism Act (2011) has empowered communities to have greater influence over how plans for their area are drawn up. An update of the SCI needs to reflect this culture change.
 - b) Consultation is a very necessary but also a very resource intensive process (see appendix A). We need to review our practices due to increasing budget pressures and continue to consult in the most efficient way.
 - c) We need to promote new and increasingly standard electronic communication and social media.
 - d) We should account for changes to how we deliver services, for example, Local Area Partnerships in place of Community Assemblies (and previously Area Panels).

Our Approach

- 1.4 The Fairness Commission has highlighted the stark inequalities in Sheffield both between places and different groups of people. The geographical inequalities are well known – areas in the south and west of the city are in the least deprived 20% of the country, whilst over 30% of Sheffield's population live

¹ See Appendix C for a summary of the Acts of Parliament and national policy.

in areas that fall within 20% most deprived in the country, largely located in the north and east of the city.

- 1.5 In response to this, our Corporate Plan² has fairness at its heart. We believe that everyone should get a fair chance to succeed and we recognise that some people and communities need extra help to reach their full potential, particularly when they face multiple layers of deprivation. The preparation of local planning policy and the decisions on which they are based will impact on the delivery of at least two of the ‘outcomes’ in our Corporate Plan – A Great Place to Live and Competitive City. It is vital, therefore, that we uphold the following principles of community involvement, and that they are reflected in the methods of consultation described throughout this SCI:
- a) A culture of engagement: People should know that they are encouraged to take part in the planning process and that decision makers are really interested in their views.
 - b) Early involvement or ‘frontloading’: The community should be involved at an early stage in the preparation of local development documents and major development proposals.
 - c) Continuing involvement: The community should be involved throughout the process – both formally and informally – of preparing local development documents and major development proposals.
 - d) Reaching out: Methods used to encourage involvement should be appropriate to people’s experience and needs.
 - e) Fit for purpose: Arrangements for consultation need to be appropriate for the type of document or application being considered, and being realistic in terms of the available resources.
 - f) Clarity: The planning process and timetables for producing or reviewing local development documents should be clear, so that people are able to participate in a timely and effective manner.
- 1.6 There are several benefits to following the above principles. Firstly, giving communities the opportunity to influence decision-making will lead to outcomes that better reflect the views, aspirations and needs of the wider community. It will also improve the quality and efficiency of planning decisions, by drawing on local knowledge and encouraging consensus.

² www.sheffield.gov.uk/corporateplan

2. Consultations on Planning Policy Documents

Methods

- 2.1 Registered contacts. The Local Plan consultee database currently has approximately 2,000 organisations (see appendix A) and individuals that we can contact to publicise a consultation on local planning policies. We will publicise a consultation by detailing its purpose, where any consultation documents are available from, the consultation period, how comments can be made and any consultation events.
- 2.2 Available to read and for sale. The consultation documents will be available from our website. The availability of documents online or via email has reduced the demand for hard copies. We will continue to make consultation documents available from our principal office³ and at other places across the city as appropriate (e.g. libraries or First Point Centres), either for inspection or for sale. Documents in alternative formats will be made available on request.
- 2.3 Media. Both traditional e.g. newspapers, and “new media⁴” will be used to publicise a consultation so that it reaches beyond registered consultees. Our consultations must reflect that “new media” e.g. the internet and social networking sites such as Twitter, is increasingly popular, whilst traditional media such as printed newspapers has become less popular. The SCI must be flexible enough to take advantage of new consultation options that arise as a result of new technology.
- 2.4 Press releases. Will continue to be issued to publicise new documents and consultation events and if they can be arranged, special features in local newspapers and radio shows. We can also publicise consultations by using posters or newsletters, on our website or via other electronic or social media methods e.g. Twitter or our email alert service.
- 2.5 Events. Exhibitions, public meetings, drop-in sessions and conferences are the most direct method of consultation and require the most resources. Their location should be targeted e.g. aimed at members of the public and located where most change is proposed⁵.
- Good public *exhibitions* can raise the profile of proposals and are most useful when they contain a strong visual element.
 - *Public meetings* typically involve the more active members of a community and provide the opportunity to raise questions, concerns and debate on particular issues. Public meetings generally now require an existing and

³ Currently First Point at Howden House on Union Street

⁴ “New media” refers to on-demand access to content anytime, anywhere, on any digital device, as well as interactive user feedback, and creative participation.

⁵ For example, Green Belt review and allocations proposed on greenfield sites.

interested community group. [Local Area Partnerships](#) will be kept involved but do not have the resources that the previous Community Assemblies or Area Panels were able to lend to planning consultations.

- *Drop-in sessions* can combine the advantages of exhibitions and public meetings. They are less formal than public meetings and encourage a wider range of attendance and face to face discussion.
- A city *conference* with a wide range of stakeholders and workshops has proved effective in previous consultations.

2.6 Questionnaires are often used in combination with an *exhibition* but they have to be used with caution. They can help to keep comments focused on the scope of the consultation and therefore generate more useful feedback. However, there is also a risk that the issues are pre-judged and the design of a questionnaire discourages new issues being raised.

Ensuring Equality

2.7 People have different needs and some people may need more or different resources to have access to the same outcomes as others. This statement recognises that some people face additional barriers and constraints, and that we need to assist people to have the ability to become more involved if they choose to whilst recognising that people will not want to be involved and make different choices. We have a Public Sector Duty to pay due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities⁶. We will:

- a) Liaise on who to consult and how, with our Elections, Equalities and Involvement Team, Staff Equality and Inclusion Network, Equality Hub Networks, Access Officers and Local Area Partnerships. Particularly on the way we engage with individuals and groups who belong to a Community of Identity specifically identified as a protected characteristic⁷. The protected characteristics are:
- Age
 - Disability
 - Gender reassignment
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Race
 - Religion and belief
 - Sex
 - Sexual orientation

⁶ Public Sector Equality Duty, Equality Act 2010.

⁷ Defined in the Equality Act 2010 (c. 15) Part 2 — Equality: Key Concepts, Chapter 1, Protected Characteristics, as age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.

- b) Consider detailed matters such as the timing, type of venue, whether it feels safe and accessibility of consultation events;
- c) Ensure that all planning policy documents are available for free inspection at our principal office and other public information points across the city where appropriate.
- d) Documents produced for consultation will be in plain language, clear print standards and available in a variety of formats. Paper, including large print and electronic versions will be necessary, any formats required as a reasonable adjustments, such as braille or audio will be made available and languages other than English should be provided on request wherever practicable and reasonable.
- e) Consult and involve people from the City wide Equality Hub Network and Board, related groups/ organisations, for example the Access Liaison Group, housing equalities group, community and faith groups, and other relevant bodies through our and the Equality Hub mailing list;

Planning Policy Documents and Consultation Stages

- 2.8 The main planning policy document that we will produce is the Local Plan. The Proposals Map is an integral part of the Local Plan and illustrates how policies and proposals in the Local Plan apply in different locations. We have to produce a Local Plan and there are certain procedures we are obliged to undertake in order to adopt the document e.g. submitting the document to Government and undertaking an independent and public examination.
- 2.9 We have to consult on a draft Local Plan for at least 6 weeks and before submitting the document to Government there is another, more formal, 6 week representation period. However, we have a long standing commitment to community involvement and the principle of “frontloading”. We will provide an early opportunity for communities to shape local planning policies by proposing an additional consultation at an early stage in producing the Local Plan (called the Strategic Options stage). Furthermore, we expect to put more resources into the earlier consultations e.g. undertake more consultation events.
- 2.10 We don't have to produce SPDs (Supplementary Planning Documents) but we will if we need to provide more detail about policies in the Local Plan. SPDs don't have as many procedures as the Local Plan but we still have obligations e.g. we have to consult on them for a minimum of 4 weeks.
- 2.11 The Government's Localism Act (2011) introduced Neighbourhood Planning giving new rights and powers for neighbourhoods to produce a plan to shape how their neighbourhood area should develop and grow. They are taken forward by neighbourhoods themselves: by an existing parish council, or by the creation of a neighbourhood forum where there is no parish council.
- 2.12 There are parts of the neighbourhood planning process that we have to undertake and publicise. However, it is the Parish Council or Neighbourhood

Forum that is responsible for engaging and consulting with their neighbourhood during the development of a neighbourhood plan. There is further information about neighbourhood planning on our website, including how we will support parishes and forums producing a plan and our other responsibilities which include publicising neighbourhood area applications and holding a neighbourhood referendum towards the end of the process:

www.sheffield.gov.uk/neighbourhood-planning

- 2.13 Planning Briefs are site-specific and form a stepping stone between the planning policies and the requirements of a planning application. They allow the opportunity for early consultation with residents and other stakeholders. They provide the community, landowner and developers with a degree of certainty, ultimately resulting in better development proposals as designers and developers have a clearer idea of what is expected. All Planning Briefs will be subject to a minimum 4 week consultation period.
- 2.14 The LDS (Local Development Scheme) lists what planning policy documents are being prepared and the timetable for their different stages. The latest LDS is available from: www.sheffield.gov.uk/lds

What We Will Do

- 2.15 The table below indicates, for each stage of the plan, what we will do and some of the additional consultation options we will consider. The additional consultation options will be considered in relation to the scale, type and location of proposed changes of each consultation, as well as the resources available. The principal of “frontloading” means that additional consultation options should be considered during the earlier stages. Each consultation will have a plan outlining the choice and extent of additional consultation options. It will be approved by the Head of Planning in consultation with the Cabinet Lead Member and published.

Local Plan⁸ (including Sustainability and Equality Appraisal)		
Stage	What we will do	Additional options (see paragraph 2.15 above)
Issues and Options	Consult for a minimum of 6 weeks; Notify Ward Members; Notify registered contacts (Appendix A);	Longer consultation period; Try to arrange special features in local newspapers and local radio; Notify neighbourhood publications; Publicise using posters or newsletters;
Publication ¹⁰	Make consultation documents available from our principal office ⁹ ; Publicise in locations across the city e.g. First Point centres and libraries; Make consultation documents available in alternative formats on request; Publicise and make consultation documents available on our website; Issue a press release.	Publicise as a news item on our website or via other electronic or social media methods e.g. Twitter or our email alert service; Public exhibitions, public meetings, drop-in sessions aimed primarily at residents. Meetings or workshops with representatives of businesses and other organisations; Questionnaire; City conference; Provide an online consultation tool for consultees and agents to make comments online; Provide an interactive online map. City wide equality hub network
Submission to the Secretary of State	Following submission we will notify all of our registered contacts, and anyone else who requests to be notified, where and when the submission documents can be viewed.	None
<i>At this stage the Local Plan is 'examined' by the Planning Inspectorate on whether it is 'sound' and has met all of the legal requirements. During the examination the inspector will hold a public examination.</i>		

⁸ We will do the same for any other Development Plan Document.

⁹ Currently First Point at Howden House on Union Street and, for example, libraries

¹⁰ Referred to in the regulations as "Publication".

Local Plan⁸ (including Sustainability and Equality Appraisal)		
Stage	What we will do	Additional options (see paragraph 2.15 above)
Public Examination	At least 6 weeks before the examination starts we will: Publish on our website the date, time and place where the examination is to be held, as well as the name of the person carrying out the examination; Notify anyone who has made a comment during the publication stage.	<i>The Inspector and their Programme Officer are responsible for how the public examination is run.</i>
<i>The Inspector may suggest changes to the Local Plan and further consultation is normally required at this stage and any representations will be considered by the Inspector and not the local planning authority.</i>		
Adoption	Publish it alongside an adoption statement and other supporting documents on our website; Notify all registered contacts; Issue a press release.	Publicise as a news item on our website or via other electronic or social media methods e.g. Twitter or our email alert service.

The SCI, SPDs (Supplementary Planning Documents) & Planning Briefs

Stage	What we will do	Additional options (see paragraph 2.15 above)
Preparation stage	No specific requirements.	Informal engagement with relevant stakeholders to agree the level of detail and identify key issues.
Draft	<p>Consult for a minimum of 4 weeks;</p> <p>Notify Ward Members we consider will be affected by it;</p> <p>Notify registered contacts (Appendix A) we consider will be affected by it;</p> <p>Make consultation documents available from our principal office¹¹;</p> <p>Make consultation documents available in alternative formats on request;</p> <p>Make consultation documents available on our website.</p>	<p>Longer consultation period;</p> <p>Issue a press release;</p> <p>Publicise the consultation on our website;</p> <p>Publicise and make consultation material available from other locations across the city e.g. First Point centres and libraries;</p> <p>Try to arrange special features in local newspapers and local radio;</p> <p>Notify neighbourhood publications;</p> <p>Publicise using posters or newsletters;</p> <p>Publicise as a news item on our website or via other electronic or social media methods e.g. Twitter or our email alert service;</p> <p>Public exhibitions, public meetings, drop-in sessions aimed primarily at residents;</p> <p>Meetings or workshops with representatives of businesses and other organisations;</p> <p>Questionnaires;</p> <p>City conference;</p> <p>Provide an online consultation tool for consultees and agents to make comments online;</p> <p>Provide an interactive online map.</p>

¹¹ Currently First Point at Howden House on Union Street.

The SCI, SPDs (Supplementary Planning Documents) & Planning Briefs

Stage	What we will do	Additional options (see paragraph 2.15 above)
Adoption/ approval	<p>Consider the representations received through the consultation and make amendments necessary before adopting, or in the case of Planning Briefs, approving;</p> <p>Once adopted/approved we will make it available on our website, and from our principal office¹²;</p> <p>Notify any person or body that made a representation or who has asked to be notified of the adoption;</p>	<p>Issue a press release;</p> <p>Publicise as a news item on our website or via other electronic or social media methods e.g. Twitter or our email alert service.</p>

Giving Feedback to Consultees

- 2.16 After each stage of consultation, a report summarising the consultations carried out, the comments received from consultees, and the Council’s response to them will be published and those who commented will be notified.
- 2.17 Consultees will be informed about responses to their comments and consultation reports when they are published.

¹² Currently First Point at Howden House on Union Street

3. Consultations on Planning Applications

Background to Current Practice

- 3.1 We are proud of our commitment to effectively engaging the community in the planning application process. We have one of the longest-established 'Chance to Speak at Planning Committee' procedures and have developed excellent services on the Council website to make public engagement via the internet even easier and more efficient. Although mindful of the fact that not every household has access to the internet, it is the case that community groups and ad hoc action groups do use the internet extensively. This provides real time updates on planning application submissions and decisions and a vastly improved service. Improved services on our website have significantly changed the way communities engage with the Planning Service. Together with increasing budget pressures, these require service changes and new commitments.
- 3.2 More detailed, practical advice for officers, with illustrated examples of notification requirements, is provided in a supporting document, the Code of Practice on Publicity and Consultation on Planning Applications. It is published alongside the SCI so that any interested member of the public can see it.

Site Notices and Notification by Letter

- 3.3 The Town and Country Planning (Development Management Procedure) (England) Order 2010, as amended, states that any owner or occupier of any land adjoining the land to which the application relates shall be notified either by site display (Statutory Site Notice) on or near the application site for at least 21 days or by serving notice on them (letter or e-mail). In Sheffield, wherever possible, all adjoining neighbours are notified by letter, unless an e-mail address has been provided, such as on a re-consultation. This is because individual neighbour notification minimises any risk that those affected might not realise that a notice posted in the street refers to their property adjoining the development site. Letters are also considered beneficial for more seldom heard from communities and residents without access to the internet. When a planning application is submitted, we will in most cases not know who owns or lives in those properties and so a letter to the owner/occupier is necessary. The period for responding is 21 days, though any late representations received before a decision is made will still be considered.
- 3.4 Where a planning application may affect neighbours beyond those adjoining the site, such as from hot food takeaway odours or the visual impact of a telecommunications mast, wider notification is carried out. Inevitably, with controversial applications, the public sometimes ask for more individual notification, but we will limit notification to those adjoining and where required by the SCI and the associated Code of Practice.
- 3.5 The Code of Practice will help define where wider neighbour notification applies, with a list of development types to which it applies, and an explanation

of how it will be delivered, including how many adjacent properties will be sent notification letters. An appendix to the Code of Practice will illustrate with examples how the mix of neighbour notification letters and site notices will be put into practice.

- 3.6 Due to budget pressures and the easy availability of information on the Council website, it is now reasonable to alert the wider community to these applications by site notices displayed on the application site or nearest suitable piece of street furniture, and by alerting any local community groups with a known interest by e-mail.
- 3.7 Planning applications can be amended several times during their course, often in order to overcome objections or in order to improve the quality of the design or layout. Wherever an amendment may be considered to worsen the situation or lead to a significant change, a further round of neighbour notification will be carried out, unless the application is to be refused regardless. All amendments to plans will be published on the website. It is not considered necessary to re-consult neighbours for minor amendments or where amendments clearly address planning concerns. A significant need to re-notify neighbours will outweigh any other considerations, but time constraints may lead to a second notification period being reduced from 21 days.
- 3.8 For further rounds of neighbour notification, shorter consultation periods can be reasonable where it should be possible for the changes to be quickly assessed by neighbours, but no consultation period will ever be for less than 10 working days from the date letters are sent out or notices posted, as this has proved the minimum period necessary for neighbours to respond. By this stage, where many individuals have provided an e-mail address, all further communication will be by e-mail rather than post.

Other Statutory Requirements

- 3.9 The principal other statutory requirements include:
 - A public register of all applications. This is published on our website. For those that do not have access to the internet, internet access and assistance can also be found at First Point in Howden House, Union Street and in local libraries.
 - The following application types require a statutory site notice and are advertised in the legal notices section of the Sheffield Telegraph: applications which affect Listed Buildings, Conservation Areas or an Ancient Monument, or applications which represent a departure from the development plan, include an Environmental Assessment (under the relevant regulations) or affect a right of way.
 - Bradfield and Ecclesfield Parish Councils and Stocksbridge Town Council are statutory consultees.

- Applicants inform application site owners and agricultural tenants by notice, if different from the applicant.
- Representations on planning grounds are material considerations, which have to be considered in the application decision-making process. In Sheffield every application report, whether to the Planning Committee or for a delegated decision, has an assessment of the material considerations including a summary of all representations on planning grounds received.
- All those who have made written representations on an application are informed of any appeal against the eventual application decision.

Other Publicity Information about Applications

3.10 We also carry out a wide range of additional measures, over and above the statutory minimum, tailored to the application type:

- Guidance on the application process is on our website, supported by downloadable information sheets that can also be posted out if an enquirer has no access to the internet. This has been produced to help the public understand how the process works, what things are considered and how to make effective representations.
- A weekly list of all applications submitted is published on our website. This is searchable by various criteria, such as by street name, electoral ward or type of application. Any local community group with a known or possible interest in an application is consulted.
- Local media are provided with information on significant applications to encourage good coverage of planning issues, to give publicity to applications and to foster a well-informed debate.
- For telecom prior approval applications, nearby schools are consulted
- Where considered appropriate, for a small number of large-scale developments, an applicant might be requested to provide a public exhibition and/or we might organise a public meeting.

Chance to Speak at Planning Committee

3.11 We offer the public and applicants a chance to speak at the Planning Committee, which is very effective in bringing representations to life for Members of the Committee when they make decisions on more controversial applications. The chance to speak is at the Chair's discretion and it may not be possible for everyone who wants to speak to do so. This is a longstanding service and we provide guidance on the web and in a leaflet to explain the process.

Decisions on Planning Applications

- 3.12 We currently inform every individual or group representative who has made written representations of the application decision. This is not a legal requirement. In exceptional cases, where an application decision receives much media coverage and there are hundreds of representations, then this is deemed to be unnecessary.
- 3.13 As noted above, anyone with an interest can also track the progress of an application on our website or find the decision themselves. As interested parties become more familiar with obtaining this information on the Council web site and/or if resource constraints make it difficult to justify writing letters to those who have not provide e-mail addresses, the Planning Service may stop sending these letters.

Enforcement

- 3.14 Enforcing planning conditions, approved plans and unauthorised developments, is given prominence in Sheffield, with full enforcement reports and quarterly reports of progress made on all enforcement action authorised by the Planning Committee. Future investment in enforcement software may open up opportunities to improve online access to statutory enforcement action.

Substantial Additional Consultation on Development Proposals (Pre-Application Consultations) and Planning Applications

- 3.15 We strongly encourage pre-application consultations, especially on larger schemes. One of the benefits of pre-application consultation is that development proposals can be adapted to take account of consultees' views at an early stage. In Sheffield, an '**Added Value Test**' is applied to determine when substantial additional publicity and consultation measures should be taken. The test gives three possible reasons why substantial additional publicity and consultation might be beneficial:
1. to help the community shape a major regeneration scheme or a scheme with a wide community impact
 2. to overcome barriers to service and assist seldom heard from groups such as some Black and Minority Ethnic (BME) communities
 3. to generate informed debate about very complex planning issues of wide significance
- 3.16 This Added Value Test can be applied to development proposals at pre-application stage and/or after submission of the application, and used to judge whether substantial additional publicity and consultation is needed. The objective of substantial additional consultation is to engage in useful dialogue, not to provide extra opportunities for lobbying by objectors.

Methods of Involving the Community in Pre-Application Consultations and on Substantial Planning Applications

3.17 Where a proposed scheme meets one or more of the Added Value Test criteria, applicants will be welcome to use whatever techniques and approaches they think are appropriate. However, the Council will continue to use or advocate the following proven methods:

- Media coverage, by briefings, press releases and use of the Council's website
- Meetings in the Planning office between planning officers and small groups of people and their elected representatives, where detailed dialogue might be useful
- Exhibitions of proposals with the opportunity to make comments. Other techniques such as 3D models can be used at exhibitions.
- Public meetings, to ensure wide community involvement and neutral chairing.

3.18 In all cases, every effort will be made to organise events in a way that promotes dialogue and understanding, and tries to avoid confrontation. Public meetings organised by particular interest groups to push the objectors' point of view should be recognised as 'campaign meetings' and will not usually justify officer attendance. In most cases, objections can be made effectively through written representations, using the guidance provided.

Validity of pre-application consultations

3.19 Pre-application consultation needs to be meaningful and not seen as a public relations exercise to win support for a pre-determined proposal. Therefore, we will encourage developers to agree their approach to consultation with the Planning Service. We will apply criteria to test the validity of pre-application consultation and determine whether the responses can be given weight by the Council when deciding an eventual application:

- Was the process of consultation transparent and inclusive?
- Have objections based on sound planning reasons been addressed?
- Is a consultation supporting statement submitted with the application, enabling the process and outcomes to be validated?

3.20 The responsibility for carrying out pre-application consultation (and the costs of doing so) will rest with the applicant. Where carried out, an applicant should submit a consultation supporting statement with the eventual planning application, summarising what methods have been used, representations received, and changes made to the proposals.

3.21 To assist applicants and promote best practice, we will offer advice and support to applicants. In addition to publishing guidance on our website, we will respond to requests for advice on the applicant's proposed method of pre-

application consultation and on the proposed content of consultation material. Our service target is to respond within 15 working days of receipt of any such request for assistance.

- 3.22 Pre-application consultation will not remove the need for the Council to publicise an application in accordance with statutory requirements and in accordance with this Statement of Community Involvement.

Accessibility of Planning Services

- 3.23 Due to Sheffield's size and geography, it is essential that special measures be taken to ensure that those who might find it difficult to get to see plans and obtain advice and assistance from the Council in the city centre have adequate alternative means to get information. Alternative means available include free access to the internet and information leaflets at local First Points and libraries, and the provision of a good telephone service.
- 3.24 First Point at Howden House for viewing plans online and seeing planning officers, and the Town Hall for attending Planning Committees, are fully accessible to disabled people. Large print, audio tape or Braille versions and translations into other languages are available for all planning documents. Officers will meet or provide extra explanation to individuals who need extra help to read or understand drawings. Interpretation support can be arranged through First Point. Google Translate is available on all web pages and provides basic translations in to several languages. All web pages are written to cater for screen readers.
- 3.25 For individuals and groups with limited financial resources, who wish to make a planning application or put forward representations on an application, Planning Aid England may be able to provide a free advice service.
- 3.26 Our website provides good access to the planning application process, including the following key features:
- View all application drawings and associated documents online. All amendments or additional drawings are published as soon as possible after receipt, providing online access to all drawings and making it easier to meet government targets for the speed of determining applications without unreasonably constraining the ability of the public to make representations.
 - Track applications of interest and to receive automatic e-mail alerts when any new documents are added to an application file.
 - Make comments online while viewing application details.
 - All public contributions (written representations) are published online, providing confirmation of receipt.
 - Comprehensive access to information about decisions, including planning conditions and section 106 agreements and reports explaining how the

decision was made, agendas, committee dates, member information and minutes/decisions.

- It is a live database, continuously updated as new information is inputted into the Council's planning application system.
- For the convenience of customers used to making weekly checks on applications of interest, a 'weekly list' search option has been retained.
- New search options include a spatial element, enabling, for example, a resident to identify applications around the area of their house, at distances they can specify.
- Register an interest in applications for a geographical area and be automatically alerted to any applications submitted of possible interest.

3.27 We will continue to inform the public of service developments, and consult where appropriate, through the 'What's New' section of the planning web pages.

Personal Information on the Internet

3.28 We have reviewed national best practice advice in the way we publish application and enforcement information on the web site, and this has implications for personal information that are set out in guidance on our website. A balance is struck between ensuring that the planning application process is transparent and open, minimising the risk of possible undue influence being applied or corruption, and protecting individuals from possible identity theft or being deterred from making representations. Exceptional cases for confidentiality will be considered.

Appendix A: Types of Consultation and Costs

We will always try and achieve the maximum possible participation from the community, but we also have to consider our resource constraints and manage them effectively. The table below shows the broad resources required for the different types of consultation we propose.

Planning Policy Documents

Type of Consultation	Material Cost	Staff time
Notifying registered contacts (by email where an email address is known)	Moderate	Moderate
Making consultation documents available to read on our website	Low	Low
Making consultation documents available to read at our principal office and at other places across the city as appropriate	Moderate	Moderate
Press releases	Low	Moderate
Try to arrange special features in local newspapers and local radio	Low	Moderate
Notify neighbourhood publications	Low	Low
Publicise using posters or newsletters	High	Moderate
Publicise as a news item on our website or via other electronic or social media methods e.g. Twitter or our email alert service	Low	Low
Public exhibitions, public meetings, drop-in sessions aimed primarily at residents	High	High
Meetings or workshops with representatives of businesses and other organisations	Moderate	High
Questionnaires	Moderate	Moderate
City conference	High	High
Provide an online consultation tool for consultees and agents to make comments online	High	Medium

Planning Applications

Type of consultation	Material Cost	Staff time
A public register of all applications (para. 4.11)	Low	Moderate
Statutory site notices for application types listed in para.4.11)	Moderate	Moderate
Guidance on the application process is on our website (para.4.12)	Low	Low
A weekly list of all applications submitted is published on our website	Low	Moderate
Local media are provided with information on significant applications	Low	Moderate
Consulting on telecom prior approval applications that are near schools	Low	Low
Where considered appropriate, public meeting or exhibition	High	High

Appendix B: Specific, Duty to Co-operate and General Consultation Bodies

We must notify the specific bodies listed below about a consultation on the Sheffield Local Plan and Supplementary Planning Documents (SPDs), if we consider they may have an interest in the subject of the proposed document¹³:

The Coal Authority

The Environment Agency

The Historic Buildings and Monuments Commission for England (Known as English Heritage)

The Marine Management Organisation

Natural England

Network Rail Infrastructure Limited

The Highways Agency

A relevant authority in or adjoining Sheffield City Council:

Rotherham Metropolitan Borough Council

Barnsley Metropolitan Borough Council

Doncaster Metropolitan Borough Council

Derbyshire County Council

NE Derbyshire District Council

Peak Park Planning Board

Bradfield Parish Council

Ecclesfield Parish Council

Stocksbridge Town Council

Parish Councils adjoining the Sheffield local planning authority area:

Brinsworth, Catcliffe, Orgreave, Aston cum Aughton, Wales, Wentworth, Tankersley, Hunshelf, Langsett, Wortley, Dronfield, Eckington, Holmesfield, Killamarsh

Local Enterprise Partnership

Mobile Operators Association (representing the four UK mobile operators)

Sheffield Clinical Commissioning Group, Public Health in Sheffield, and NHS

England South Yorkshire

Northern Powergrid

National Grid

Yorkshire Water

Homes and Communities Agency

Sheffield City Region Local Enterprise Partnership

South Yorkshire Passenger Transport Executive

Civil Aviation Authority

Office of Rail Regulation

General consultation bodies include voluntary groups and those which represent the interests of different racial, ethnic or national groups; disabled persons; different religious groups; and persons carrying on business in the Sheffield area.

¹³ [Paragraph 18 of The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#)

Appendix C: National Planning Policy & Acts of Parliament

The preparation of an SCI is a requirement of Section 18 of the Planning and Compulsory Purchase Act 2004. Its purpose is to set how the Council will consult and involve the public in planning matters. The Council is legally obliged to comply with its SCI.

The **National Planning Policy Framework (NPPF)** Paragraph 155 states: “Early and meaningful engagement and collaboration with neighbours, local organisations and businesses is essential. A wide section of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of the area...”

Localism Act 2011 places strong emphasis on the importance of community involvement within the planning system. Together with the National Planning Policy Framework (NPPF) the Act introduced Neighbourhood Planning and the Duty to Co-operate.

Plan-making: Town and Country Planning (Local Planning) (England) Regulations 2012 and Planning and Compulsory Purchase Act 2004. This Act sets out which documents must be developed with community input, who should be consulted, and which documents must then be examined by an independent Inspector.

Planning applications: Town and Country Planning General Development Procedure Order 1995 as amended by the Town and Country Planning (Development Management Procedure) Order 2012 (or any subsequent amendment).

Equality: The Equality Act 2010 places a Public Sector Equality Duty (PSED) on us. A public authority or those who exercises public functions (e.g. our contracted partners who deliver our services) must, in the exercise of its functions, have due regard to

- Eliminate discrimination, harassment, victimisation
- Advance equality of opportunity
- Foster good relations

Appendix D: Glossary

Access Liaison Group: the Council's primary means of consultation with disabled people about access and an inclusive built environment, at policy level and in terms of practical requirements. The Group is supported by the Council's Access Officers and chaired by a disabled member.

Area Action Plan: a document providing a planning framework for an area where significant change or conservation is needed. Area Action Plans will have the status of Development Plan Documents.

Black and Minority Ethnic people/communities (BME): Black and/or Minority Ethnic, in the UK this includes anyone who is non-white British.

Carer: a person who provides unpaid care for a disabled relative, child, friend or other person

Development Plan Document (DPD): planning documents that are subject to independent examination and form part of the statutory development plan for the area, e.g. the Local Plan and Area Action Plans.

Disabled person: - Someone who has a physical or mental impairment that has a substantial (more than minor) and long-term (usually over 1 year) adverse effect on his or her ability to carry out normal day-to-day activities.

Social Model of disability: A disabled person is an individual who has an impairment and whose experiences are continually affected by contemporary social, educational, environmental or economic trends. These trends take little or no account of her/his 'rights' as a person to reach her/his maximum potential.

Consequently, the individual is unable to participate fully in society. This view of disabled people is known as the Social Model of Disability. In other words, society and the built environment disable those people with impairment, not the condition.

Examination: the independent examination conducted by a planning inspector to test the soundness of a Development Plan Document or Statement of Community Involvement.

Equality Hub Network: A City Wide network of individuals and groups, based around people who share protected characteristics in the Equality Act. There are hub networks for BME, disabled, women, age (young and older), religion/ belief, LGBT (lesbian, gay, bisexual and trans people) and carers and a Board and joint events which bring all hubs together. The Network recognises that the most deprived and excluded people and communities, requires additional efforts to empower and engage. The Network helps ensure the Council is engaging with and involving the full range of citizens that live and work in the city. We want under-represented communities to be able to have a say on issues that affect them, influence the decisions that are made, and help us to improve the services we and our partners provide and commission.

First Point and Local First Points: public reception centres where people can find out about Council services. First Point in Howden House, Union Street is in the city centre and is where planning applications and other records can be inspected. Local First Points have been established in Hillsborough and Chapeltown.

Seldom Heard from: groups of people who do not normally take much part in the planning process.

Local community forums: community-based organisations that link together local groups, and run or initiate projects and services to improve the quality of life of residents.

Local regeneration partnerships: community-based organisations similar to local community forums but focused especially on regeneration.

Local Development Scheme (LDS): sets out the 3-year programme for preparing Local Development Documents.

Planning Aid: provides a free, independent and professional planning advice service to individuals and groups who cannot afford professional fees.

Planning Committee: a committee (full title 'Planning and Highways Committee') composed of city councillors which is responsible for planning applications, Tree Preservation Orders, enforcement action and some highway, footpath, road safety and traffic management issues for the whole City. It is also responsible for determination of City Centre planning, development of transport matters and strategic development projects.

Planning Inspectorate: the body which provides an Inspector (appointed by the Secretary of State) to carry out an independent assessment of the soundness of a Development Plan Document or Statement of Community Involvement. The Inspectorate also processes planning, listed building consent, advertisement and enforcement appeals.

Prior approval application: an application notifying the Council that an applicant intends to carry out development that does not require planning permission.

Proposals Map: a map of the city (on a registered scale) illustrating the policies and proposals in Development Plan Documents. The adopted Proposals Map must be revised as each new DPD is adopted.

Race: refers to ethnicity, colour and nationality of a person.

Soundness: a Development Plan Document will be sound if it meets certain tests at the Examination stage. These tests require that a document is prepared according to the correct procedures, that it conforms to other policies, and that its proposals are coherent, consistent and effective.

Staff Equality and Inclusion Networks: These Networks are open to all staff within Sheffield City Council who are interested in equality, diversity and inclusion. These networks have replaced the old staff forums.

Stakeholders: individuals or organisations who stand to gain or lose from the impact of a planning policy, proposal or decision. The term is used mostly to refer to bodies that will affect the delivery of a planning document's policies and proposals.

Statutory Site Notice: a notice or poster that the Council posts on site to further publicise a planning application, in accordance with legal requirements.

Strategic Options: ideas, possibilities and alternative proposals produced at an early stage in the production of the Local Plan and issued for public consultation and have not been endorsed by the Council.

Submission: the stage in producing a Development Plan Document when it is given to the Secretary of State for independent examination.

Supplementary planning document (SPD): a Local Development Document which provides supplementary information about the policies in Development Plan Documents. SPDs are not subject to independent examination. An SPD may be related to a topic or to a specific area.

Sustainability appraisal: a tool for appraising policies to ensure they reflect sustainable development objectives (that is social, environmental and economic factors) and required in the Act to be undertaken for all Development Plan Documents.

Consultation Report

**Statement of Community Involvement
and
Code of Practice**

(17th March – 17th April 2014)

Development and Regeneration Services



This document can be supplied in alternative formats,
please contact:

Sheffield City Council
Sheffield Local Plan Team
Tel: 0114 205 3075 Email: local.plan@sheffield.gov.uk
www.sheffield.gov.uk/localplan

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1. Introduction

What is the Statement of Community Involvement?

- 1.1. We place great importance on effective community involvement. We are committed to public engagement in the preparation of planning policy and we have long established procedures to give people a chance to express their views on planning applications.
- 1.2. The [Statement of Community Involvement](#) (SCI) reviews how we will involve communities, businesses and organisations in the preparation of local planning policies and on planning application decisions.

What is the Code of Practice?

- 1.3. The Code of Practice is designed primarily to assist officers in the Planning Service to deliver the commitments set out in the Council's Statement of Community Involvement (SCI), by giving more detailed, practical advice with illustrated examples of notification of planning applications.
- 1.4. The Code of Practice is not a statutory document like the SCI. It is published alongside the SCI so that any interested member of the public can see the guidance that officers are working to.

The Purpose of the Consultation

- 1.5. Changes to Planning legislation means that there is no statutory obligation for us to consult on the SCI. We have consulted because of our commitment to community engagement and because of the number of changes since the previous version in 2006.
- 1.6. The purpose of the consultation was to gauge public opinion the Draft SCI and Code of Practice.

2. The Consultation

- 2.1. Comments were invited between 17th March and the 17th April 2014. We did the following to encourage comments:
 - Emailed Councillors;
 - Wrote (email or letter) to registered Local Plan and Development Management contacts;
 - Held a Stakeholder Workshop on 1st April in the Town Hall inviting Councillors, businesses, landowners and community representatives (see appendix a for the notes from the workshop);

- Made consultation documents available from our principal office¹, our website and in alternative formats on request;
 - Used our [online consultation portal](#) for consultees and agents to make comments online;
 - Publicised the consultation through:
 - the Planning Service's [What's New](#) web page;
 - the Council's Twitter account (@SCC) and Planning Service's Twitter account (@SCC_Planning_BC);
 - the Council's email alert service
- 2.2. The intention is that this Consultation Report will accompany the report to Cabinet seeking approval to adopt the SCI.

3. Summary of Comments

- 3.1. 34 comments were received. A summary of each comment with a proposed Council response is listed below in the Schedule of Comments. These do not include informal comments made at the Stakeholder Workshop (see Appendix A for the notes from the workshop). 18 out of 34 comments (53%) were objections.
- 3.2. SYPTE support the more concise document, more flexibility within the consultation process, "frontloading" consultation and greater use of electronic communication. They also recognise the need to make cost savings.
- 3.3. Loxley Valley Protection Society expressed concern about the lack of anonymity when commenting on planning applications. We will continue to review the balance between a transparent process and data protection, taking into account national best practice and the advice of the Information Commissioner.
- 3.4. Dore Village Society and the Green Party proposed more neighbour notification letters rather than less. For efficiency reasons we are instead proposing greater use of site notices. We also now provide a tracking service which will automatically email planning application updates to those that have registered for this service.
- 3.5. The Green Party supports the improvements in the visibility and use of site notices.
- 3.6. The Green Party objected to a wider consultation not being triggered if the application may result in the closure of use that provides an important shopping or community role not trigger. We agree and in response have added this to the list of application types for wider consultation in the Code of Practice. The list will also be kept under review to ensure that it effectively captures developments that are likely to generate significant community interest.

¹ First Point at Howden House on Union Street.

4. Schedule of Comments

4.1. Formal comments are summarised in the schedule below. Comments made at the Stakeholder Workshop are noted in Appendix A.

SCI Comments

Summary of Comment	Respondent	Proposed Council Response	Change to Document
Support: Agrees with the changes.	Mr Dan Sellers (SCI14)	Support noted.	No change proposed.
Support: Creating a shorter and more streamlined document, as this allows for more flexibility within the consultation process.	South Yorkshire Passenger Transport Executive (SCI15)	Support noted.	No change proposed.
Support: Understand the need to realign consultation processes in light of resource efficiencies and effective best practice.	South Yorkshire Passenger Transport Executive (SCI15)	Support noted.	No change proposed.
Observation: Liaising with public transport operators is important, especially on major developments.	South Yorkshire Passenger Transport Executive (SCI15)	Agree	No change proposed.
Observation: Passenger Transport Executives are not statutory consultees under current Planning legislation. SYPTE and the Transport for Sheffield City Region will have specific requests from large developments to ensure that the impact on the current transport network is mitigated. SYPTE should be mentioned as a consultee for local plans and planning applications.	South Yorkshire Passenger Transport Executive (SCI15)	SYPTE is listed as a consultee in Appendix B of the SCI 2014. We consult in on planning applications in accordance with a memorandum of understanding between SYPTE and Sheffield City Region LPAs.	No change proposed.
Support: Extended consultation for significant planning documents.	South Yorkshire Passenger Transport Executive (SCI15)	Support noted.	No change proposed.
Support: Continued commitment to 'frontloading' consultation on planning documents.	South Yorkshire Passenger Transport Executive (SCI15)	Support noted.	No change proposed.
Support: Greater use of electronic communication. It is more efficient for SYPTE and for them to share with	South Yorkshire Passenger Transport	Support noted.	No change proposed.

Summary of Comment	Respondent	Proposed Council Response	Change to Document
their stakeholders.	Executive (SCI15)		
Support: Making reference to Planning Briefs.	South Yorkshire Passenger Transport Executive (SCI15)	Support noted.	No change proposed.
Observation: Proposed changes to consultation on planning applications have minor relevance to SYPTE.	South Yorkshire Passenger Transport Executive (SCI15)	Observation noted.	No change proposed.
Observation: Any planning application that is likely to impact on our infrastructure e.g. bus shelter should be highlighted to SYPTE as early as possible.	South Yorkshire Passenger Transport Executive (SCI15)	The SCI is primarily about public engagement and does not set out all consultation commitments to other agencies. The Planning Service has service level agreements with most external agencies, including SYPTE. We consult in accordance with a memorandum of understanding between SYPTE and Sheffield City Region LPAs.	No change proposed
Support: Pre-application discussions and where possible continued liaison prior to application submission should be maintained.	South Yorkshire Passenger Transport Executive (SCI15)	Support noted.	No change proposed.
Object: Unhappy with online planning submission e.g. IKEA: many comments only had an email address and as such should not be considered.	Mr Stephen Dodds (SCI17)	The Council is required by law to accept online planning applications. The Planning Service does not accept any representations submitted with only an e-mail address and requires a name and address as part of a transparent and open process.	No change proposed
Object: Libraries are proposed for holding planning documents so an alternative is needed if a library closes. Alternative needs the accessibility by users of public transport both in travel time, expense, and opening hours.	Mr Stephen Dodds (SCI17)	In practice holding consultation documents on deposit is restricted to suitable properties with public access, such as a library or First Point. Our website provides another option. Publicising a consultation can and has been done on other types of premises e.g. local supermarket.	No change proposed
Object: Current website lacks traffic orders, TRO's.	Mr Stephen Dodds (SCI17)	This is not a planning function and not related to this consultation.	No change proposed
Object: Tinsley Link consultation 3 years ago did not include effect on public transport.	Mr Stephen Dodds (SCI17)	This is not a planning function and not related to this consultation.	No change proposed
Object: Given Sheffield's Gypsy and Traveller populations, it is disappointing to find that no mention of	National Federation of Gypsy Liaison	The section on community profile has been removed as it is better left to annual reports such as the "The State of	No change proposed

Summary of Comment	Respondent	Proposed Council Response	Change to Document
these groups is mentioned in the Community Profile, or in Section 4 "hard to reach groups" or in Section 9 relating to Social inclusion.	Groups (SCI24)	Sheffield". "Hard to Reach Groups" and "Social Inclusion" is covered under "Ensuring Equalities". The National Federation of Gypsy Liaison Groups is registered as a consultee for new planning policies and will be consulted on proposed planning policies as it was for this consultation.	
Support: The majority of this document is clear, concise and covers all the relevant issues.	Loxley Valley Protection Society (SCI25)	Support noted.	No change proposed.
Object: <i>Personal Information on the Internet</i> (3.27 p16): Concerned about the lack of anonymity in the scanning of objections on the web site. It leads to fear of intimidation and could deter people from objecting. Recently made even more transparent by the names of those who comment being put on the document list. If names and addresses are provided, to show objectors are genuine, there should be a choice on whether names are shown on the web site. The personalities involved are not a planning issue and not all local authorities publish these details.	Loxley Valley Protection Society (SCI25)	The SCI explains how the Council strikes a balance between ensuring that the planning application process is transparent and open (minimising the risk of corruption or undue influence on planning decisions), whilst doing everything possible to protect individual's personal data and protection from possible identity theft. Anonymous objections are not acceptable, other than in the exceptional circumstances explained on the Council web site, such as where a member of the public is the subject of personal harassment. Our approach will be kept under review, taking into account national best practice and the advice of the Information Commissioner. An example of this is that discussions with the Council's software supplier are taking place with a view to removing individual representations from the planning application files on the Council web site after an application has been determined and the public interest case for transparency is reduced.	No change proposed, but practice will be kept under review, taking into account national best practice and the advice of the Information Commissioner.
Object: The Woodland Trust should be added to the list of organisations which the Council may consult.	The Woodland Trust (SCI29)	We have over 2,000 consultees so the list in the appendix is not exhaustive. The Woodland Trust is registered as a consultee for new planning policies and will be consulted on proposed planning policies as it was for this consultation.	No change proposed.
Observation: Darnall Forum can provide effective and low-cost assistance with consultation but it will need	Darnall Forum (SCI30)	The SCI states that developers will be asked to fund community consultation at the pre-application stage and	No change proposed, but Darnall Forum offer noted.

Summary of Comment	Respondent	Proposed Council Response	Change to Document
funding.		whilst the Council can give guidance on how this might be achieved, it will be up to developers what they choose to do, with the proviso that little weight will be given to the results if they do not meet the SCI tests of a valid consultation process.	

Code of Practice Comments

Summary of Comment	Respondent	Proposed Council Response	Change to Document
Observation: The Environment Agency now charges for some planning advice .	Environment Agency (SCI23)	Observation noted.	No change proposed.
Object: The electronic presentation of drawings does not permit an adequate means of assessing the scale of plans. Paper plans should be available for inspection at Howden House.	Dore Village Society (SCI2)	Until recently, most drawings published online included an integrated scaling tool, but not all. All plans that need to be are to scale. New scanning processes introduced from April 2014 integrate a standard measuring tool in all plans. There is no legal requirement for applicants to provide paper plans, the Planning Service cannot afford to print plans and make them available at Howden House and there is no significant demand for this service any more.	No change proposed, but investment made to improve electronic presentation and scaling of plans from April 2014.
Object: Consultation of adjoining neighbours is inconsistent and neighbours on all boundaries of the application property have not always been consulted. A neighbour consultation plan submitted on a location plan with the application would be useful.	Dore Village Society (SCI3)	Some inconsistency in neighbour notification (over and above SCI commitments) was found as part of this review. The new guidance, together with staff training, is designed to improve on that. We commit to notifying affected neighbours that have adjoining boundaries, not neighbours on all boundaries. We do publish a plan (and list) of all neighbours consulted for every application and have recently improved the quality.	No change proposed as neighbour consultation plan already provided, but measures in hand to improve consistency.
Object: Extensions to dwellings and infill housing development can affect neighbours wider afield than those adjoining. Neighbours in adjoining streets may be affected and site notices are not usually displayed there.	Dore Village Society (SCI4)	Agree that development impacts can extend beyond immediate neighbours, and the proposed changes would see greater use of site notices rather than more letters.	No change proposed.
Object: The Code of Practice refers to re-consultation	Dore Village Society	The SCI commits to re-consultation in defined situations	No change proposed. A

Summary of Comment	Respondent	Proposed Council Response	Change to Document
but where amendments to plans are made this does not necessarily take place. Applicants and interested third parties are not notified where drawings are amended and where the LPA is minded to refuse the application.	(SC15)	where there is a legitimate public interest need and the resulting delay to the applicant is justified. It is now possible to receive automatic email notification of all application changes, by requesting the tracking service on the web site, so anyone can request to be notified of every amendment to the application file.	tracking service is available to provide automatic e-mail notification or all amendments.
Object: Where drawings are amended neighbours and interested third parties that have made initial representations should be notified of and permitted an extended period of consultation.	Dore Village Society (SC16)	Where significant amendments justify a further consultation we do set an extended consultation period. (See also response above)	No change proposed (extended consultation periods are provided).
Object: To any reduction in neighbour notification via letter, in particular the proposed reduction in the number of properties either side of a development that are to be notified as part of a wider notification. Neighbour notification should be extended up to 8 properties neighbouring the application site and those directly opposite.	The Green Party (SC119)	Under the existing SCI and at current application levels, the Planning Service is printing and posting around 54,000 neighbour notification letters a year at an annual cost of around £40,000. The statutory minimum requirement is to send no letters at all, provided a single site notice is posted. It is clear that many people find out about larger scale or more controversial planning applications from the Council web site and local media, and that site notices can also help. The Planning Service is sending many more letters than is necessary, which is inefficient and not environmentally sound. Extending neighbour notification to 8 properties either side of an application site cannot be resourced and is not justified.	No change proposed
Object: The list of developments that would trigger a wider consultation is too limited. Where new development has a potential for impact upon community this needs to include potential impact upon local shops or businesses that residents may rely upon. It should include developments that are likely to generate significant community interest.	The Green Party (SC120)	This list is in the Code of Practice and will be kept under review to ensure that it effectively captures developments that are likely to generate significant community interest. It is agreed to add to the list the following development type – ‘Potential closure of use that provides a critical shopping or community role’.	Development type added to list for wider consultation in Code of Practice
Support: Improvements in the visibility and use of site notices.	The Green Party (SC121)	Support noted.	No change proposed.
Object: Proposes extending the notification via email of residents who have registered an interest in local	The Green Party (SC122)	Tracking service already available and being used, but as software improves, the tracking and automatic notification	No change proposed, but Already provided and

Summary of Comment	Respondent	Proposed Council Response	Change to Document
planning applications.		of interested parties by e-mail can be expected to improve further. This is rapidly evolving area of software development outside the scope of the SCI and Code of Practice commitments.	recognised as reasonable that the e-mail service should be improved as software improves and is installed.
Object: The Code of Practice refers to re-consultation but where amendments to plans are made this does not necessarily take place. It seems to be common practice that the initial application (if it is likely to attract a number of comments) is deliberately less controversial, knowing that subsequent amendments are more likely to go through uncontested. We could tighten up on this practice and insist on only the most minor amendments after the initial submission. This would be particularly important where the development affects a conservation area.	Mr Phil Shaddock (SCI16)	Re-consultation takes place according to the defined criteria. There is no evidence to support the assertion that it is common practice for applicants to deliberately submit less controversial proposals and subsequently amend them as they are more likely to go through uncontested. Any amendments to an application that significantly change the application description, site, layout or design require a new application. Only minor amendments and improvements that are responding to representations are not subject to further consultation. There are additional statutory processes where applications affect a conservation area.	No change proposed
Object: Where households have commented on a previous application, if an application is resubmitted for that site, all previous objectors should be informed, not just immediate neighbours. This could mostly be done by email. In cases where this would involve too many letters, a site notice should be put up, in addition to informing close neighbours.	Loxley Valley Protection Society (SCI25)	If there has been a recent similar application in the previous three years, this will be examined and any community groups/elected representatives that might possibly still have an interest, including the secretary/chair of an action group and the organizer of a petition will also be notified. Wider notification will be in accordance with current commitments, not a repeat of historic practices. (Code of Practice) Site notices will be used. Every application is different and you can't rely on the same people living at the same address or be using the same e-mail address. In the past, this approach has led to many hundreds of letters being sent unnecessarily. In the future, CRM (a Customer Relationship Management system) may be developed and linked to the Council's application software to enable a more sophisticated level of personal notification to be carried out, but it will not be available in the immediate future.	No change proposed
Object: In practical terms neighbour consultation dates	Loxley Valley	Consultation periods are set by statute in most cases and	No changes proposed

Summary of Comment	Respondent	Proposed Council Response	Change to Document
should match when neighbours are informed, and consultation times should take account of bank holidays etc.	Protection Society (SCI25)	it is unavoidable that letters are received a few days into the consultation period. The periods allow for weekends and bank holidays. Later representations are still considered where possible and common sense is applied, by avoiding early decisions over the main holiday periods, where possible and appropriate.	

Appendix A: Stakeholder Workshop Notes

5:00-6:30pm Tuesday 1st April, G42, Town Hall

Attendees

Graham Withers, Business Manager, Development Management, SCC
Laurie Platt, Planning Officer, Forward & Area Planning, SCC
Mavis Butler, Bradfield Parish Council
Ted Gunby, Carter Knowle & Millhouses Community Group
Ann Le Sage, Friends of Porter Valley
Chris Morgan, Bradway Action Group
Andrew Tabor, Bradway Action Group
Kevin Pullan, Pullan Homes
Stephen Wilson

Proposed Changes to Consultation on Planning Applications & Policies

Presentation slides are in the attached document.



Adobe Acrobat
Document

Comment and Questions about the Proposed SCI Changes

Having the date on the site notice saying when it can be removed is useful.

Q: Sometimes a second application quickly follows a first and there's nothing to highlight the changes on the second site notice. Why can't a second site notice be printed on a different colour of paper or printed with the title in a different colour or in italics to highlight a change from a previous application? Otherwise the public may not realise that it is a different notice from the one before.

A: We will consider this suggestion, although there would be additional costs associated with the use of colour.

Q: What if a site notice is vandalised or removed?

A: The Case Officer will check and replace site notices as necessary during any site visits. We also replace any vandalised or removed notices when this is reported. Plus we're proposing more site notices, so if one is removed another is still likely to raise awareness.

Q: Is it the Case Officer that puts up the site notices?

A: Yes, usually it is and this is encouraged. It's in the Case Officer's own interest to get the site notices correct and by putting up their own they're able to learn from any mistakes they make.

Q: Why can't you put names on the neighbour notification letters to prevent them being mistaken for a circular and discarded?

A: Occupier data is never 100% accurate and up to date, and a wrongly named

letter may be even more likely to be discarded. Adding names to the letters would also require more resources. It might be in the future that the data is more accurate and available, but at the moment this isn't feasible. However, we are experimenting with alternatives first address lines that make clearer what the content of the letter is.

Q: For rented properties it's unlikely that a neighbour notification letter will reach the owner of the property.

A: Yes this is an issue, notification is not 100% effective if the owner can't rely on the occupier to share the information with them. However, an owner can register their interest in specific properties or areas through our [Planning Applications Online](#) service and this will trigger notification by email.

Q: Strongly against early Councillor involvement in pre-application discussions because it makes it even more difficult for a member of the public to influence a planning application.

A: Early Councillor involvement doesn't happen often but is recognised as best practice and is encouraged by the Government. The Councillors early involvement does not provide a definitive view but provides the democratic process with early influence. It can prevent a scheme developing in one direction only for it to need a major change as soon as local Councillors add their knowledge of the local area. The SCI also encourages the developer to involve the community at pre-application stage, with Council support.

Q: Why weren't we consulted about the [decision](#) not to submit the [City Policies and Sites](#) to Government?

A: We reported on the pre-submission consultation to Cabinet in December 2013. The lack of a five-year housing supply was highlighted by the consultation. This plus evidence from the Planning Inspectorate and decisions being taken by Inspectors on emerging Local Plans elsewhere in the country meant there was little prospect of the document being found sound.

Matters other than the Proposed SCI Changes

Q: What are the criteria for deciding what goes to committee?

A: For planning applications the criteria are where:

- a) the proposal is a major opportunity for development that represents a significant regeneration opportunity for the City;
- b) the decision would represent a significant departure from policy;
- c) the Council's policy position is unclear or difficult to determine;
- d) the decision would be in conflict with a substantial number of representations made on planning grounds and where the outcome is not clearly predetermined by approved planning policy;
- e) the matter relates to an application submitted by or on behalf of an officer of the Local Planning Authority or a Member of the Planning and Highways Committee where the matter relates to the exercise of a planning function.

Q: Why don't we develop all the brownfield land for housing before we develop on greenfield land?

A: The current Government/market conditions have placed a greater emphasis on viability therefore making it more difficult to develop on brownfield land. We still intend that brownfield land will form the majority of development, but maybe not as high as the current [88% policy](#).

Other comments:

- Sometimes brownfield land is considered as an unsustainable location for housing because of the lack of supporting facilities.
- There should be sequential release of housing sites.
- I didn't receive notification when there was a planning application nearby.

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CODE OF PRACTICE FOR PUBLICITY AND CONSULTATION ON ALL PLANNING APPLICATIONS

This Code of Practice is designed primarily to assist officers in the Planning Service to deliver the commitments set out in the Council's Statement of Community Involvement (SCI), by giving more detailed, practical advice with illustrated examples of notification in the Appendix. It is published alongside the SCI so that any interested member of the public can see the guidance that officers are working to.

The examples in the Appendix illustrate how, typically, the mix of neighbour notification and site notices should be determined. They also illustrate what wider neighbour notification might look like.

It is vital to be consistent, as the level of publicity given to applications is often under community and Member scrutiny. Being more generous or adopting different criteria in one or more applications will create an expectation of similar practices being repeated in other applications. It should therefore be avoided.

Neighbour notification and site notices

The legal requirements are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2010, as amended.

13(5) and by giving requisite notice –

- (a) by site display in at least one place on or near the land to which the application relates for not less than 21 days; or
- (b) by serving the notice on any adjoining owner or occupier.

13(10) In this article –

“adjoining owner or occupier” means any owner or occupier of any land adjoining the land to which the application relates

‘Adjoining the land to which the application relates’ – This is not further defined, but we are interpreting that as including land within 4 metres of the land to which the application relates i.e. even if divided by a footpath. ‘To which the application relates’ will include all adjoining land where the development is located. So for a front dormer application or a front extension to a house, an adjoining property to the rear would not count as land to which the application relates. (See Appendix for illustrations)

Letters remain an effective method of notification, when properties may be affected and the owners/occupiers are unknown. They are considered necessary for hard to reach communities and residents without access to the internet. For this reason, even though they are more expensive to administer than site notices, we will use letters for adjoining land to which the application relates and any others close by that are directly affected. (Wherever an e-mail address is known, e-mail will be used for notification in preference to a letter, as it is much quicker and can provide a link to the relevant documents on the web site, as well as being cheaper to

administer.)

Site notices, redesigned to make the key content more eye-catching, laminated to improve legibility, prominence and durability, and with 'Quick Response' (QR) codes added to improve effectiveness for mobile phone users with internet access, are an effective additional method of notifying adjacent businesses and the wider community. (QR codes will also be added to neighbour notification letters to provide the option of more direct access to the relevant web page.)

Wider neighbour notification/consultation

When:

Wider neighbour notification will be appropriate where the development proposed is considered to have the potential for widespread impacts, such as a major development leading to significant traffic increases or the proposed development being widely visible and potentially visually obtrusive.

Wider notification of adjacent residential properties that might be affected by the development proposed is considered to be appropriate for the following development types, for example:

- Hot food take-ways
- Bars
- Nightclubs
- Telecom masts
- Wind turbines
- Industrial polluters
- Traveller's sites
- Potential closure of use that provides a critical shopping or community role

This list refers to significant applications – new uses, extended hours, new flues etc. - not minor alterations, amendments, small apparatus, conditions, non-material amendments etc.

'affected' – refers to planning matters only (the Council provides separate guidance on [Planning application decisions and what we consider](#)).

How:

Typically, wider neighbour notification will be achieved through residents, businesses and community groups registering on the Council web site for automatic e-mail alerts, statutory advertisements in the local press (where required), consulting Parish and Town Councils/community groups, and media coverage. The availability of application documents and advice on the Council web site has reduced the need for public exhibitions and meetings for very large scale developments.

Where wider neighbour notification is considered appropriate, letters will be sent to adjacent residential properties.

'adjacent' – means nearby properties, which in a typical residential area would be

up to 4 properties either side from the application site and those directly opposite.

Where considered relevant, notification will include additional site notices on the immediately surrounding main streets affected. Whilst letters are considered desirable to reach all occupiers of residential properties, for non-residential properties it is reasonable to rely on site notices. The Council will determine the appropriate mix of measures.

Additional rounds of neighbour notification

All supplementary and amended plans submitted are scanned as soon as possible after submission and indexed to identify them on the Council web site. It is now possible for anyone interested in an application to track the application and get automatic e-mails when any new documents are added to the file (as well as register an interest in any future applications on the site).

The case officer will judge when substantial amendments or amendments which may significantly worsen or add new areas of concern for neighbours merit an additional round of individual neighbour notification to those directly affected by the amendment. A reduced consultation period may be reasonable if the content of the proposal is still broadly similar, but any reduced consultation period shall never be less than ten working days from the date of the notification letter or site notice.

Previous applications

If there has been a recent similar application in the previous three years, this will be examined and any community groups/elected representatives that might possibly still have an interest, including the secretary/chair of an action group and the organizer of a petition will also be notified. Wider notification will be in accordance with current commitments, not a repeat of historic practices.

Blocks of flats, business parks and managed workspace – If an adjoining block of flats or group of business units has multiple tenants/occupiers, a site notice will be posted at or as close as possible to the main entry point or most affected part (if different).

Buildings under construction – Every effort will be made to notify at least the builder (who may still be the owner) and, if close to occupation, the occupier/new owner, by posting a letter, if possible without any health and safety risk.

Advertisement applications

Generally we do not neighbour notify for advertisement applications, unless the advertisement proposed is particularly obtrusive, such as a large hoarding directly opposite houses.

Appeals

In the event of an appeal, the case officer will ensure that details of all interested parties are passed to Legal Services so that they can be notified of the appeal.

APPENDIX

EXAMPLES OF WHEN TO NOTIFY NEIGHBOURS BY LETTER AND SITE NOTICE

1. 'Adjoining the land to which the application relates' and others 'affected' – house extensions

- Neighbours notified are those directly adjoining and those directly affected

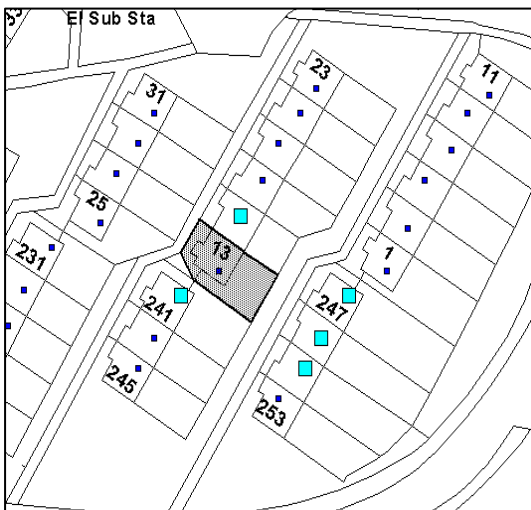
A – Single-storey rear extension with property to sides and rear 'adjoining the land to which the application relates'. No other properties 'directly affected'.



B – Two-storey side extension with properties to the rear and sides 'adjoining the land to which the application relates' and, to the front, 'directly affected'.



C – Two-storey rear extension visible to properties to the rear that are not directly adjoining, but 'directly affected'.

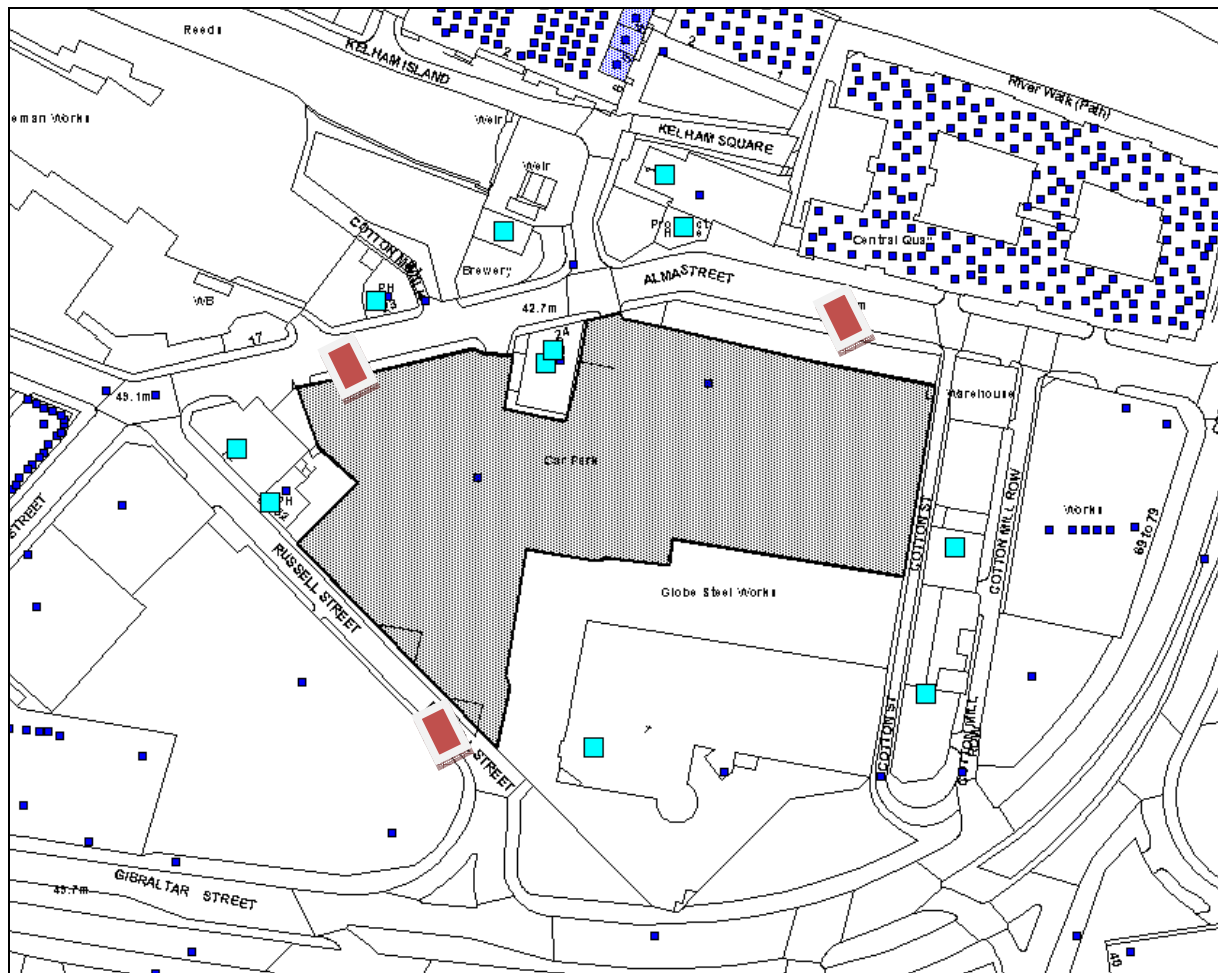


D – Dormer to the front visible to properties opposite that are not directly adjoining, but 'directly affected'.



2. Directly affected, adjoining neighbours – block of flats opposite

- Neighbours notified are those individual properties directly adjoining and affected
- The block of flats opposite are directly adjoining and notified by site notice rather than scores of letters

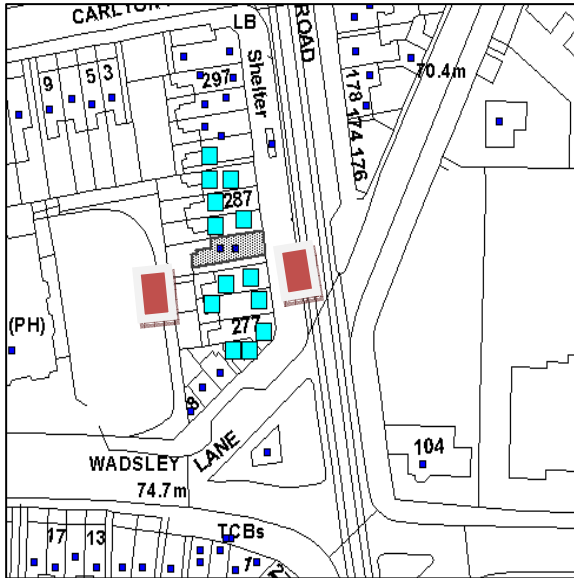


Key: Application site shaded, neighbours notified indicated by light blue squares and site notices by red rectangles.

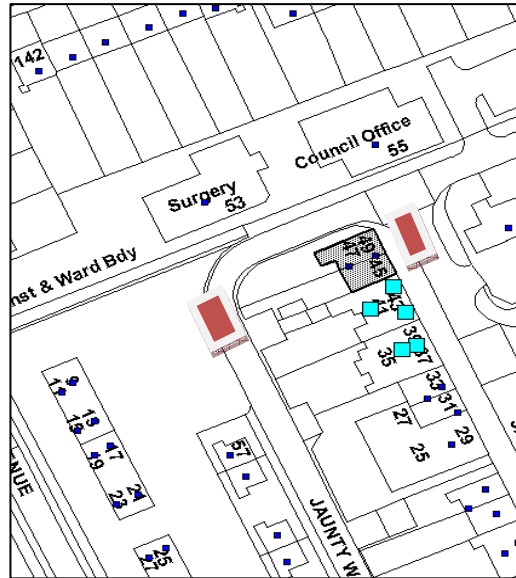
3. Wider neighbour notification - hot food take-away

- All directly adjoining neighbouring properties notified
- Adjacent residential properties up to 4 properties either side and directly opposite notified
- Adjacent non-residential properties and wider residential properties notified by site notices

A – mid-terrace location



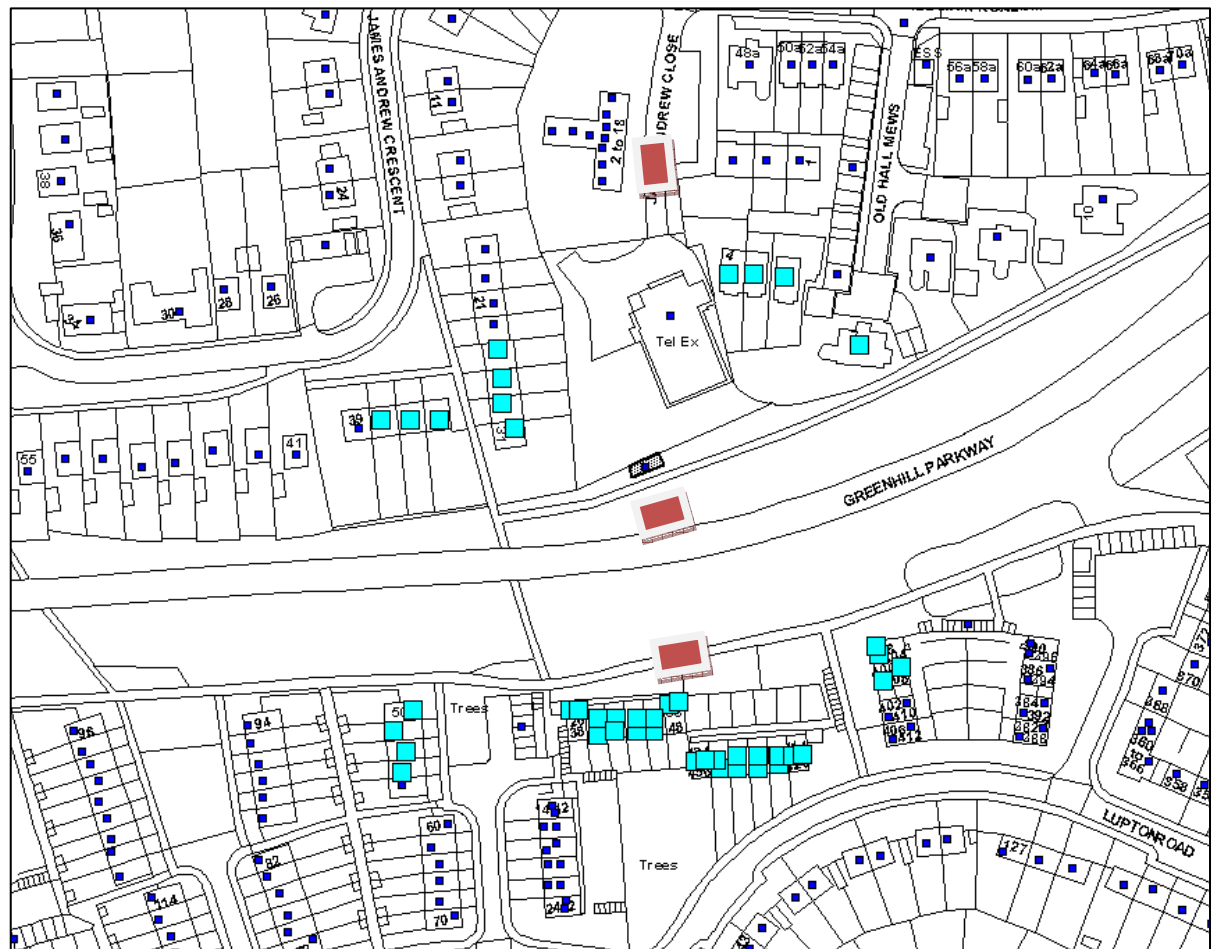
B – end-terrace location



Key: Application site shaded, neighbours notified indicated by light blue squares and site notices by red rectangles.

4. Wider neighbour notification - telecommunications mast (15 m high)

- All directly adjoining neighbouring properties notified
- Adjacent residential properties up to 4 properties either side and directly opposite notified
- Adjacent non-residential properties and wider residential properties notified by site notices

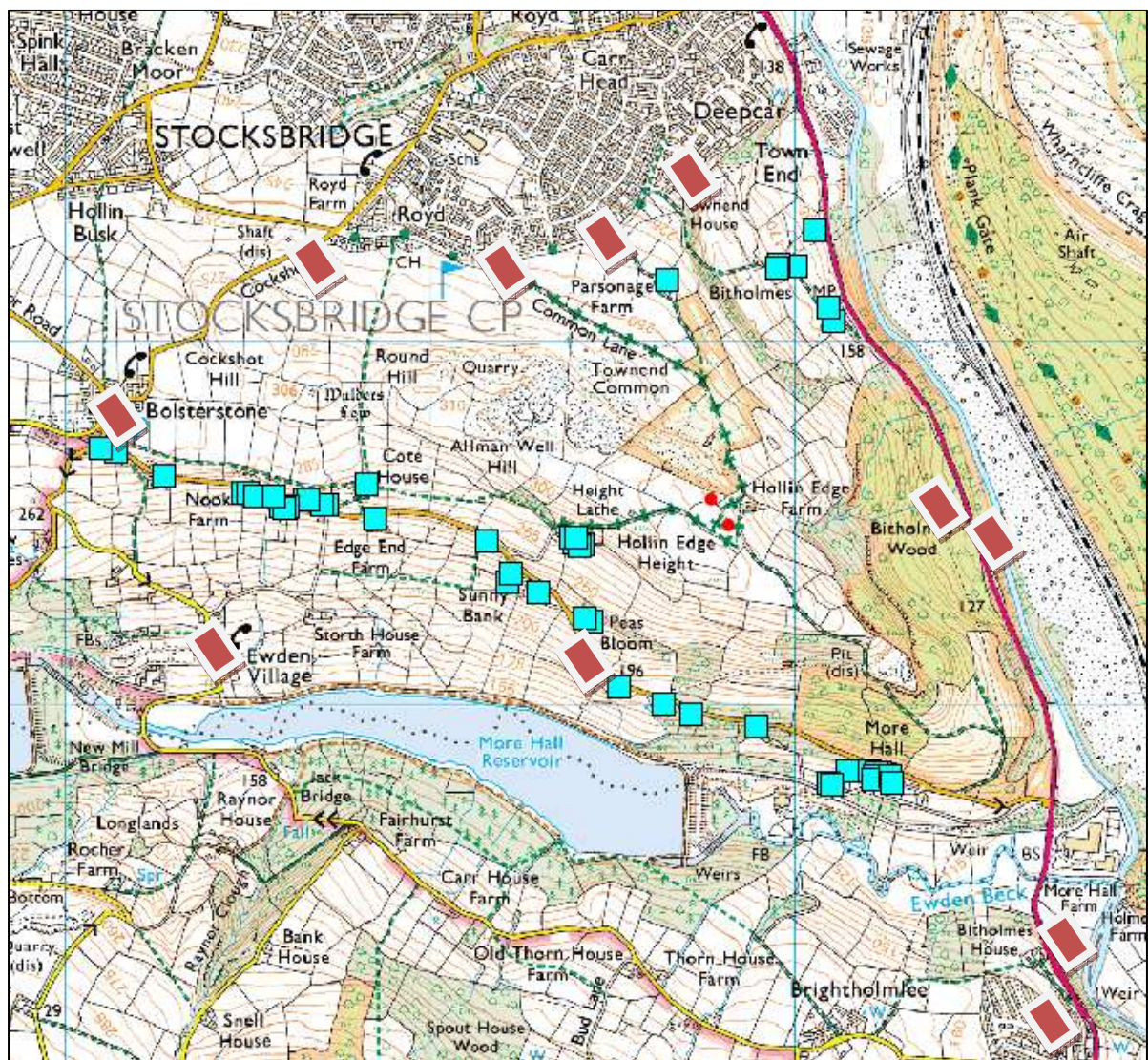


Key: Application site shaded, neighbours notified indicated by light blue squares and site notices by red rectangles.

5. Wider neighbour notification – wind turbines

- Directly adjoining neighbouring properties notified
- Adjacent residential properties up to 4 properties either side notified
- Closest properties with direct line of sight included as 'adjoining properties'
- Adjacent non-residential properties and wider residential properties notified by site notices

Wider use of site notices due to anticipated wider community interest. Neighbour letters kept to reasonable numbers as site notices will complement wide publicity and general awareness that will follow.



Key: Two wind turbine sites indicated by red dots, neighbours notified indicated by light blue squares and site notices by red rectangles.

Sheffield City Council Equality Impact Assessment



[Guidance for completing this form is available on the intranet](#)

Help is also available by selecting the grey area and pressing the F1 key

Name of policy/project/decision: Updating Planning Statement of Community Involvement and Code of Practice on Publicity and Consultation for planning applications

Status of policy/project/decision: Existing

Name of person(s) writing EIA: Graham Withers/Matthew Gregg/Laurie Platt

Date: 25/02/14

Service: Planning

Portfolio: Place

What are the brief aims of the policy/project/decision? To update SCI to reflect changes in legislation and to modernise and secure efficiencies in application consultation processes

Are there any potential Council staffing implications, include workforce diversity?

Together with other efficiency savings in the application processes these changes will help to secure the deletion of an Administrative Assistant post from the Plans Admin team in Planning, as set out in its budget savings proposals for 2014/15. It is expected that this will be managed without requiring a redundancy. There are no diversity implications.

Under the [Public Sector Equality Duty](#), we have to pay due regard to: "Eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations." [More information is available on the council website](#)

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
Age	Neutral	Low	We will liaise with Local Area Partnerships and Children Young People and Families and to identify young people groups and suitable contacts, multi-agency networks and means of engagement, such as school councils, and young people's action groups but we no longer have the resources, and the assistance of Yorkshire Planning Aid which has ceased to exist, to engage directly with school councils and young people's action groups as we said we would in the last version of the SCI in 2006.
Disability	Positive	Low	For consultation on planning policy documents we will discuss consultation programmes with the Access Officer and, if so advised, with the Access Liaison Group. The discussion will cover contact details of disability-related organisations to be consulted as well as arrangements for publicity, publications and

Areas of possible impact	Impact	Impact level	Explanation and evidence (Details of data, reports, feedback or consultations. This should be proportionate to the impact.)
			consultation events.
Pregnancy/maternity	Neutral	Low	None
Race	Positive	Low	For consultation on planning policy documents we will liaise with Local Area Partnerships to identify BME, disability, elderly and young people groups from their contacts and networks. We will also work with the Black Community Forum and the Council's Equalities Team on the details of the consultation programmes and to advise on BME organisations, networks and contacts to be consulted.
Religion/belief	Neutral	Low	For consultation on planning policy documents we will consulting religious, community and faith groups through our mailing list.
Sex	Neutral	Low	For consultation on planning policy documents we will consult the Inspiring Women Forum and the South Yorkshire Women's Development Trust and other relevant bodies through our mailing list. Detailed consultation arrangements at local level need to be sensitive to the needs of women, for example in ensuring that meeting venues feel safe, or fixing the time, place and character of drop-in events.
Sexual orientation	Neutral	Low	For consultation on planning policy documents we will consult the Sheffield LGBT Multi Agency Group and other relevant bodies through our mailing list.
Transgender	Neutral	Low	As above
Financial inclusion, poverty, social justice cohesion or carers	Neutral	Low	Ensure that all planning policy documents are available for free inspection at several public information points.
Voluntary, community and faith sector	Neutral	Low	Consult religious, community and faith groups through our mailing list.
Other/additional:	Neutral	Low	Wide consultation will test that there are no unintended consequences of disadvantaging individuals who do not have access to modern media, such as the internet and mobile phones.
Other/additional:	-Select-	-Select-	

Overall summary of possible impact (to be used on EMT, cabinet reports etc):

If you have identified significant change, med or high negative outcomes or for example the impact is on specialist provision relating to the groups above, or there is cumulative impact you **must** complete the action plan.

Review date: **Q Tier Ref** **Reference number:**
Entered on Qtier: No **Action plan needed:** No
Approved (Lead Manager): **Date:**
Approved (EIA Lead person for Portfolio): **Date:**
Does the proposal/ decision impact on or relate to specialist provision: -Select-

Risk rating: -Select-

Action plan

Area of impact	Action and mitigation	Lead, timescale and how it will be monitored/reviewed
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		
-Select-		

Approved (Lead Manager): **Date:**
Approved (EIA Lead Officer for Portfolio): **Date:**

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SHEFFIELD CITY COUNCIL

EXECUTIVE LEADER DECISION RECORD

The following decision was taken on 28 July 2014 by the Leader of the Council.

Date notified to all members: Monday 28 July 2014

The end of the call-in period is 4:00 pm on Friday 1 August 2014

Unless called-in, the decision can be implemented from Saturday 2 August 2014

1. **TITLE**

Statement of Community Involvement

2. **DECISION TAKEN**

Adopt the new Statement of Community Involvement.

3. **Reasons For Decision**

The SCI is updated to reflect changes in legislation, budgets, best practice and new technology.

Respondents to the SCI consultation expressed a preference for more consultation but did not reflect the level of resource or the standard provided in comparison with other authorities.

4. **Alternatives Considered And Rejected**

There were no alternative options presented in the report

5. **Any Interest Declared or Dispensation Granted**

N/A

6. **Respective Director Responsible for Implementation**

Executive Director, Place

7. **Relevant Scrutiny Committee If Decision Called In**

Economic and Environmental Wellbeing Scrutiny Committee

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SHEFFIELD CITY COUNCIL

CALL-IN PROCESS FOR EXECUTIVE DECISIONS

I IAN AUCKLAND (Name of Member in Block Capitals)
under the provision of Scrutiny Procedure Rule 16, wish to call-in Item No. ✓
relating to STATEMENT OF COMMUNITY INVOLVEMENT
of the meeting of INDIVIDUAL CABINET MEMBER DECISION (meeting title)
on 28th JULY 2014 (date) for consideration by the
ECONOMIC & ENVIRONMENTAL WELLBEING Scrutiny Committee.

The relevant Scrutiny Committee will be indicated on the Checklist within the report relating to this matter.

Reason for Call-In

To ask cabinet to reconsider the
decision

Signed [Signature] Date 30.7.14

I have obtained the following signatures of the other Members who wish to call-in this item:-

Name (in Block Capitals)	Signature
1. <u>JOE OTTEN</u>	<u>[Signature]</u>
2. <u>STEVE AYRIS</u>	<u>[Signature]</u>
3. <u>PENNY BAKER</u>	<u>Penny A. Baker</u>
4. <u>S. CLUMPT - JONES</u>	<u>[Signature]</u>

(NOTE: Scrutiny Procedure Rule 16 requires five Members, including two from the appropriate Scrutiny Committee to 'call-in' an Executive decision for scrutiny. This can be done **up to 4 working days after the decision publication.**

The five signatures required for the call-in process must be submitted by the deadline date, but need not all be on one form.

**Completed forms to be returned to the
Head of Democratic Services (Room G13/14, Town Hall),
by the deadline referred to above.**

The request will be logged and forwarded to the Director of Performance and Communications for action.

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